

Chapter 11

Travel, Transportation, and Relocation

Section 1

Federal Travel and Transportation Policies

Federal employee travel is governed by the Federal Travel Regulation (FTR) published in Chapters 300 through 304 of Title 41 of the Code of Federal Regulations by the General Services Administration (GSA). The FTR governs temporary duty travel allowances (Chapter 301); relocation allowances (Chapter 302); payment of expenses connected with the death of certain employees (Chapter 303); and payment from a nonfederal source for travel expenses (Chapter 304). Chapter 300 includes a general introduction and agency reporting requirements. The FTR is available in agency travel offices and at www.gsa.gov/ftr; revisions in the form of bulletins and amendments are under FTR and Related Files.

Expenses incurred at an employee's official station not in conjunction with temporary duty (TDY) do not fall under the authority of the FTR; employees should adhere to their agency's policies for reimbursement of such expenses. Employees having a question about their allowances and entitlements should contact their agency travel office. Procedures to appeal denied claims are in Section 3 of this chapter.

Federal Employee Travel Charge Card—The 1998 Travel and Transportation Reform Act (P.L. 105-264) generally requires federal workers to use government-issued cards to pay for most official travel expenses. The GSA SmartPay program provides the travel (as well as purchase, fleet, and combination) cards to agencies through contracts with charge card providers. See <https://smartpay.gsa.gov>.

Use of the travel charge card is not mandatory if vendors don't accept the card or impose fees for making a charge, or if the agency otherwise determines that use of the card is not in its best interest. Agencies further have discretion to exempt employees if their use of the card would adversely affect the agency's mission or put the employee at risk. See FTR 301-51.

Agencies may authorize employee use of automated teller machines for cash withdrawal while traveling on official business; employees are not authorized to use their cards for other purposes. Cardholders are expected to submit vouchers to their agency for all authorized travel-related expenses within five days after the travel is completed (or within 30 days if on continuous travel) and must pay their charge card bills in full within the established card billing cycle.

Travelers may aggregate official travel-related expenses incurred at the TDY location for authorized telephone calls, transit system fares, and parking meter fees, except that any individual expenses costing more than \$75 must be listed separately.

Employees are reimbursed by their agencies for the allowable amounts of the charged expenses. The law requires agencies to reimburse employees quickly but also allows agencies to obtain personal financial records and garnishee salaries when employees are late in paying the credit card bills for undisputed charges.

In response to problems with abusive spending and delinquent payments, the Office of Management and Budget (in OMB Bulletin 02-05 at www.whitehouse.gov/omb/information-for-agencies) and individual agencies have issued guidance regarding potential penalties for misuse of the cards and implications for delinquency. Travel card misuse can fall under failure to follow written instructions, conduct unbecoming a federal employee, or misuse of a governmental travel charge card; penalties can include dismissals, suspensions, formal counseling, alternative discipline, referrals to the employee assistance program for counseling, and formal reprimands. Other possible consequences for delinquent accounts are cancellation of the cards, negative reporting to national credit bureaus, and garnishment of pay.

Under 5 U.S.C. 5701, agencies must maintain controls over travel charge cards including periodically reviewing whether each card holder has a need for a card, checking their creditworthiness, training them in the proper use of the cards, and monitoring rebates and refunds.

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For travel charge cards whose costs are billed directly to the government, agencies must compare items on an employee's travel voucher to items paid through a centrally billed account and must dispute unallowable or erroneous charges and seek resolution of such charges, among other controls. (Note: Many similar controls apply to agency-issued purchase cards.)

Under the Government Charge Card Abuse Prevention Act of 2012, Public Law 112-194, agency policies governing illegal, improper, or erroneous purchases made with a purchase card, convenience check, integrated card, or travel card must provide for penalties to include salary offset, for instances of personal liability, and disciplinary actions for the cardholder or approving official. Such actions "should include dismissal, as appropriate," according to implementing guidance in OMB memo M-13-21 at www.whitehouse.gov/omb/information-for-agencies.

Also under that law, agencies must verify that charges paid directly by the government are not also reimbursed to an employee and must submit requests to travel providers for refunds of fully or partially unused tickets and track the status of those submissions. Further, agency inspectors general must assess agency card programs at least annually, and each agency with more than \$10 million in purchase card spending the prior fiscal year must issue semi-annual reports on any misuse and the disposition of those cases, including any disciplinary actions taken.

Also, under FTR Bulletin 14-09, agencies are to reduce risk of misuse of the cards, including for example by lowering the card's spend value to a nominal amount except for periods in which the employee is on travel.

Hotel and Motel Fire Safety Requirements—The Hotel and Motel Fire Safety Act of 1990 (P.L. 101-391) mandates that federal employees on travel must stay in public accommodations that adhere to certain safety requirements. The law also states that federally funded meetings and conferences cannot be held in properties that do not comply with the law.

A listing of hotels and motels meeting the guidelines and a form to report non-compliant properties is at <http://apps.usfa.fema.gov/hotel>.

e-Gov Travel Service—The e-Gov Travel Service (www.gsa.gov/travel-resources) is a government-wide Web-based travel management service designed to be a one-stop, self-serve site for travel needs, including travel planning and cost estimating, travel authorization, reservations, claims and other services. Unless a waiver has been granted, employees other than those working for the Defense Department (see below) must use e-Gov Travel Service; waivers are limited to security reasons, accommodating a disability or other special need, or invitational travel.

Qualifying Family Members—Certain reimbursements are authorized based on the presence of immediate family members of the employee at the time he or she reports for duty at a new permanent duty station or performs other authorized travel. "Immediate family member" means:

- a spouse;
- a same-sex domestic partner meeting certain qualifications (see Domestic Partners in Chapter 8, Section 4) under conditions described below;
- children of the employee, of the employee's spouse, or of the employee's qualifying domestic partner who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support (qualifying children are: natural offspring; stepchildren; adopted children; grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee, of the employee's spouse, or of the qualifying domestic partner; and any unborn child(ren) born and moved after the employee's effective date of transfer);
 - dependent parents (including step and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's qualifying domestic partner; and
 - dependent brothers and sisters (including step and adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's qualifying domestic partner who are unmarried and under 21 or who, regardless of age, are incapable of self-support. FTR Bulletin 11-07 made the qualifying domestic partners of federal employees and the children, dependent parents, and dependent brothers and sisters of those partners

eligible as immediate family members for these allowances: travel and transportation to a new duty station, temporary quarters, shipment and storage of household goods, transportation of privately owned vehicles, residence transaction expenses, services of relocation services contractors, home marketing incentive payments, and miscellaneous expenses allowances. Amendments to 41 CFR 300-3 in 2015 added a requirement that the couple be living in a jurisdiction that does not recognize same-sex marriage and certify that they would marry if allowed by the laws of that jurisdiction. See FTR Amendment 2015-02 at www.gsa.gov/ftrbulletin.

However, no domestic partners are eligible for house-hunting trip expense reimbursement, reimbursement for taxes incurred as a result of travel and relocation benefits, or travel and related expense payments from nonfederal sources.

DoD Personnel—The Per Diem, Travel and Transportation Allowance Committee administers the Joint Travel Regulations, which set per diem, travel and transportation allowances, relocation allowances, and certain other allowances for Defense Department civilian employees. With the exception of certain DoD civilian employees who are entitled to per diem, travel, and transportation allowances in accordance with Volume 6, State Department Foreign Affairs Manual, these regulations are the sole entitlement regulations for DoD components.

Those rules, which in general mirror the GSA-set policies for other agencies, are at www.defensetravel.dod.mil. Also, instead of the e-Gov Travel Service, DoD employees use the Defense Travel System at that site.

Information on filing claims is at www.dfas.mil/civilianemployees/travelpay.html.

Travel Restrictions—Office of Management and Budget memo M-12-12 imposed several restrictions on federal travel, including a mandated overall reduction in travel spending by 30 percent starting in fiscal year 2013 from 2010 levels. Agencies can exclude certain expenses from that requirement if they determine the reduction would undermine critical functions such as national security, diplomacy, health and safety, law enforcement or investigations.

Agencies also were ordered to take steps including: increasing employee sharing of rental automobiles and taxis when appropriate; ensuring that employees receive a per diem reimbursement only to the extent costs incurred were not reimbursed by another party; promoting the use of non-contract air carriers that would result in a lower total trip cost to the government; ensuring that where practicable employees arrange airfare in a manner that results in the lowest price available when traveling on domestic flights, including appropriately timing the purchase of airfare; and ensuring that agencies collect refunds for unused or only partially used airline tickets. The memo also imposed restrictions on conference sponsorship, hosting, and attendance.

FTR Bulletin 13-03 provided guidance on those policies and further ordered agencies to: ensure and justify that travel is necessary to accomplish the agency mission; consider the use of technologies such as teleconferencing in lieu of travel; consider all viable transportation options that could reduce the total trip cost; encourage travelers to become familiar with local transit systems to use for travel between meetings, lodging and other locations where business is being conducted; encourage employees to evaluate all available lodging options at or below the established per diem rates; and evaluate reduced per diems for temporary duty assignments greater than 30 days and evaluate cost effectiveness of a temporary change of station for TDY assignments greater than 180 days. FTR Bulletin 13-07 sets standards for agencies to use in comparing non-contract airfares with fares under the City Pairs program (see below).

Annual appropriations laws require an agency to report within 15 days to its inspector general or senior ethics official regarding any conference costing more than \$20,000. In addition, agencies must make more detailed annual reports on conferences that cost more than \$100,000. OMB memo M-13-05 further ordered agencies to apply increased scrutiny to spending on training, conferences and travel, and to ensure that such activities are conducted only to the extent they are the most cost-effective way to maintain critical agency mission operations. Later guidance provided instructions for officials responsible for controlling travel and conference spending, clarified that adjustments can

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be made to the spending limits for newly arising mission-critical travel needs, reminded agencies that approval authority for conference expenses can be delegated to lower level officials more familiar with the subject matter, and said that attendance at recurring events can be pre-approved without detailed review each time. See a January 15, 2015 “controller alert” at www.cfo.gov/policies-and-guidance and FTR Bulletins 14-02 and 14-08 at www.gsa.gov/ftrbulletin; the OMB memoranda are at www.whitehouse.gov/omb/information-for-agencies.

Extended Temporary Duty—If a temporary duty assignment lasts more than one year, allowances and reimbursements for travel expenses, plus all travel expenses that the government pays directly on your behalf in connection with the assignment, may be treated as taxable income to you. In that situation, your employing agency must reimburse you for “substantially all” of the income tax liability. See IRS Publication 463 at www.irs.gov/publications and FTR Amendment 2014-01 at www.gsa.gov/ftrbulletin.

Contact Point—GSA’s Travel Management Policy office is at 1800 F St., N.W., Washington, DC 20405, www.gsa.gov/travelpolicy.

Travel Costs and Allowances

Employees are furnished, or reimbursed for, costs of transportation in connection with official travel. This reimbursement includes authorized costs to and from carrier terminals and in some circumstances round-trip mileage between residence and office on the day of departure and day of return on official travel, and authorized transportation expenses incurred within or between temporary duty (TDY) locations.

“Official travel” is defined as travel under an official travel authorization from an employee’s official station or other authorized point of departure to a temporary duty location and return from a temporary duty location, between two temporary duty locations, or relocation at the direction of a federal agency. The official station is the location where an employee regularly performs his or her duties or, for an international traveler, the employee’s home or regular place of business.

In booking travel, the traveler should use the authorized travel management system: e-Gov Travel Service for civilian agencies or the Defense Travel System for DoD travelers, as described above.

For detailed policies in these areas, see FTR Chapter 301 at www.gsa.gov/ftr.

Class of Travel—The general policy of the government is that less-than-premium-class accommodations are to be used for all passenger transportation, with exceptions as described below. Office of Management and Budget memo M-08-07 (at www.whitehouse.gov/omb/information-for-agencies) and FTR Amendment 2009-06 strengthened the restrictions on the authorization and use of premium class transportation.

FTR Bulletin 10-05 specified that the policies apply to all transportation accommodations that exceed a coach-class fare rather than only the use of first-class accommodations, and FTR Bulletin 20-05 clarified what is considered to be premium class travel. It stated for example that coach class upgrades such as paying for additional leg room are excluded, as are approved accommodations paid by a nonfederal source as described below, those paid by the traveler from personal funds or rewards programs, or free upgrades. See www.gsa.gov/ftrbulletin.

By Air—The classes of available air accommodations are defined as “coach class” and “other than coach class.”

“Coach class” is defined as the basic class of accommodation by airlines that is normally the lowest fare offered, regardless of airline terminology used. Airlines might also refer to coach class in terms such as tourist class, economy class, or single class, when the airline offers only one class of accommodations to all travelers.

“Other than coach class” is defined as any class of accommodations above coach class, including:

- First class. The highest class of accommodation offered by the airlines in terms of cost and amenities.
- Business class. A class of accommodation offered by airlines that is higher than coach and lower than first-class, in both cost and amenities. This class may be referred to as busi-

ness, business elite, business first, world business, connoisseur, envoy, or another term, depending on the airline.

An agency may approve a higher class based on circumstances justifying their use, such as when no coach-class accommodation is reasonably available, when use of other than coach class is necessary to accommodate a disability or other special medical need, or when required by agency mission considerations or exceptional security circumstances.

Under the Fly America Act, federal travelers generally are required to use U.S. flag air carrier service. Exceptions include when use of a foreign air carrier is determined to be a matter of necessity; the transportation is provided under a bilateral or multilateral air transportation agreement that meets certain standards; no U.S. flag air carrier provides service on a particular leg of the route; or in certain other exceptional circumstances as described in FTR 301.10-135. FTR Amendment 2009-02 contains further details, including information on pertinent air transportation agreements.

By Train—The policy mirrors that for air travel above except that in addition to those exceptions, agencies may authorize other-than-coach-class travel at government expense when coach-class train accommodations on a foreign rail carrier do not provide adequate sanitation or health standards.

By Ship—Travel by ship is authorized only for the lowest first-class accommodations unless the agency authorizes a higher class due to unavailability, a medical disability or other special medical need, exceptional security circumstances, or agency mission reasons.

Conference Travel—Agencies must “exercise strict fiscal responsibility” when choosing a site to conduct a conference, especially if the site might be considered extravagant in the public eye; also see Travel Restrictions, above. Under FTR Amendment 2006-02, advance payment of discounted conference fees may be treated as an allowable travel advance, and the reimbursement of the prepayment of “early bird” discounted registration fees to attend a conference or training seminar is allowed.

Indirect Route Travel—A federal traveler must use non-contract fare service (that is, a carrier not contracted by GSA to provide discounted tickets) for a portion of travel by indirect route which is for personal convenience. The traveler may not use either a Government Transportation Request or a travel charge card to procure transportation for indirect route travel, except when that indirect travel is authorized at government expense. Reimbursement is limited to the cost of travel by a direct route or on an uninterrupted basis.

City Pairs—All agencies except DoD follow the rules in 41 CFR 301-10, which generally require the use of contract air carriers for official air travel between certain city pairs for which GSA has negotiated fixed-price discounts below comparable commercial rates with no cancellation or change fees (see www.gsa.gov/citypairs). Employees must use the contract carriers when available unless they have an approved exception. DoD conforms to the Joint Travel Regulations, regarding contract air carrier use (see www.defensetravel.dod.mil/site/travelreg.cfm).

GSA awards contracts for air transportation services for official government travel under the program, which makes airfares available to federal travelers at discounted rates. Both unrestricted, “walk-up” fares and capacity-controlled fares are offered. Capacity-controlled fares, available on a first-come, first-served basis, are restricted by the number of seats available at that reduced fare. Also, unrestricted contract fares are available to federal travelers in all markets. Discounts are generally greater in larger markets.

Other features of the program are one-way route fares, no advance purchase requirement, no minimum or maximum length of stay requirement, last-seat availability, fully refundable tickets, and no blackout periods. A search feature is at <https://cpsearch.fas.gsa.gov>.

Exceptions can be made to the general requirement to use city pairs when: space on a scheduled contract flight is not available in time to accomplish the purpose of your travel; use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; the contractor’s flight schedule is inconsistent with explicit policies of your agency with regard to scheduling travel during normal working hours; a non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the government; cost effective rail service is available

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and is consistent with mission requirements; or smoking is permitted on the contract air carrier and the nonsmoking section of the contract aircraft is not acceptable to you. See FTR Bulletin 13-07 at www.gsa.gov/ftrbulletin for policies governing the choice of a non-contract airfare over a city pass fare on cost grounds.

Transit Systems—Under FTR 301-10.190, you may use a transit system as a means of transportation in conjunction with official travel when such transportation is authorized and approved by your agency.

- At your official station—from your residence or other authorized point of departure, e.g., rail to airport; to your residence or other authorized point of return, e.g., airport to rail; from your residence to your office on the day you depart the official station on official TDY that requires at least one night’s lodging; or from your office to your residence on the day you return to the official station from an official TDY assignment that required at least one night’s lodging.

- At your TDY location—from the TDY transit system station(s) to your place of lodging or place of official business and return; to, from, and between your places of lodging and official business; between places of official business; or to obtain meals at the nearest available place when the nature and location of the official business or the lodging at a TDY location are such that meals cannot be obtained there (you must attach a statement or include electronic remarks with your travel voucher explaining why such transportation was necessary).

Taxis, Shuttles, and Courtesy Transportation—Policies mirroring those for transit systems apply to the use of taxis, shuttles and courtesy transportation as a means of transportation in conjunction with official travel (see FTR 310.10.420). If charges result from their use, the usual fare plus tip is reimbursable. Travelers are to use courtesy transportation service furnished by hotels/motels to the maximum extent possible as a first source of transportation between a place of lodging at the TDY station and a common carrier terminal. Tips for use of such services are reimbursable.

Ride-Sharing Services—Under PL. 115-34, which put into law the terms of FTR Bulletin 16-05, federal agencies may reimburse employees on TDY (but not in or around the employee’s official duty station) for using ride-sharing services where it is permissible under local law and advantageous to the government for efficiency and cost effectiveness reasons. Such companies, formally termed transportation network companies and innovative mobility technology companies, are those that connect paying passengers with drivers for hire via websites or mobile applications or that that apply technology to expand and enhance available transportation choices, better manage demand for transportation services, or provide alternatives to driving alone.

Payment from a Nonfederal Source—Under FTR Chapter 304, agencies may accept payment from a nonfederal source (or authorize an employee to accept on behalf of the government) for the employee to attend a meeting or similar function which the employee has been authorized to attend in an official capacity on behalf of the employing agency. The employee’s spouse may accompany the employee if in the agency’s interest. The agency similarly may accept a waiver of the registration fee for employees who speak, serve on a panel or deliver a presentation at such an event in their official capacities.

Under 31 U.S.C. 1353 (See FTR 301-2.1), meals provided by a nonfederal source in such a situation are considered a “payment in kind” to the agency, as opposed to a gift personally accepted by the employee. When an agency approves employees to accept meals from a nonfederal source, the employees must deduct those meals from their meals and incidental expenses per diem from their travel vouchers, using the deduction amounts for the locality at www.gsa.gov/mie unless they are unable to consume the furnished meals because of medical requirements or religious beliefs or if they were unable to take part in a government-furnished meal due to the conduct of official business.

A waived or discounted registration fee for the day(s) an employee participates as a speaker, panelist, or presenter is not considered a payment in kind and do not need to be reported to the Office of Government Ethics. However, if an employee attends a multi-day event on days the employee is not speaking, serving on a panel, or presenting, a registration fee waiver or discount for the days the employee merely attends the event is considered a payment in kind for reporting purposes. See FTR Amendment 2020-01.

Reimbursement is allowed by a nonfederal source for travel expenses of employees for speaking at events outside their official duties in circumstances similar to those for which reimbursement for speaking within their official duties is allowed. Generally, the agency must approve acceptance of such payment in advance of the travel and the employee or the agency:

- may accept payments other than cash from a nonfederal source for all official travel expenses to attend a meeting of mutual interest, or any portion of those travel expenses mutually agreed upon between the agency and the nonfederal source; and
- may not solicit payment for travel expenses from a nonfederal source to attend a meeting. Employees who are contacted directly by a nonfederal source offering to pay any part of their travel expenses to attend a meeting must inform their agency, so that the authorized agency official can determine whether to accept the payment.

An employee may not accept payments for travel that is not to attend a meeting under these rules. However, the employee may be able to accept payments of travel expenses from a nonfederal source under the following authorities:

- under 5 U.S.C. 4111 for acceptance of contributions, awards, and other payments from tax-exempt entities for nongovernment sponsored training or meetings (see 5 CFR 410);
- under 5 U.S.C. 7342 for travel taking place entirely outside the United States which is paid by a foreign government, where acceptance is permitted by your agency and any regulations which may be prescribed by your agency;
- under 5 U.S.C. 7324(b) when payment is for travel to be performed for a partisan rather than an official purpose in accordance with the Hatch Act (5 U.S.C. 7321-7326); and
- under ethical conduct regulations concerning personal acceptance of gifts.

Also see Gifts from Outside Sources in Chapter 10, Section 5.

Pre-Employment Interview Travel—5 U.S.C. 5706(b) authorizes agencies to reimburse certain pre-employment interview travel expenses of interviewees. Reimbursable expenses include most of the expenses payable to a federal employee traveling on official business. See FTR 301-75.

Travel Expenses of Federal Employees with Disabilities—FTR 301-13 authorizes payment of certain additional travel expenses necessarily incurred by an employee as a result of the employee's disability or special physical need. Reimbursable expenses include the cost of specialized transportation to, from, and/or at the temporary duty location; cost of specialized services provided by a commercial carrier; cost of baggage handling; and cost of transporting or renting a wheelchair. Allowable expenses also include the transportation and per diem expenses incurred by a family member or other attendant who must travel with the employee to make the trip possible. Under FTR Amendment 2006-03, agencies may reimburse employees for the expenses of an attendant as a miscellaneous travel expense.

Baggage and Upgrade Fees—For airlines that charge additional fees for checked baggage, federal travelers are authorized reimbursement for all pertinent fees related to the first checked bag, which will be treated as a miscellaneous expense, under FTR 301-12. Federal agencies may also reimburse their employees for excess baggage (the second and subsequent checked bags) when the agency determines that those expenses were necessary and in the government's interests. Travelers should verify their agencies' current policies and procedures regarding excess baggage prior to traveling.

Generally, the use of upgraded/preferred seating options is considered a traveler's personal choice and is at the traveler's personal expense. An agency may authorize and reimburse the additional seat-choice fee according to internal agency policy. If you are authorized an upgraded seat choice because of disability or other special needs, an authorized attendant accompanying you (see above) may also be authorized the upgrade if the attendant needs to be close to you en route. Travelers should verify their agencies' current policies and procedures regarding reimbursement for seat-choice options.

TSA Pre-Check—Defense Department and Coast Guard civilian employees are eligible for the Transportation Security Administration's Pre-Check program of expedited preflight screening at many airports. Participants may use certain designated screening lanes and can keep their shoes or boots, light outerwear and their belts on during screening, can keep a laptop computer in its case, and can keep certain liquids and gels in their carry-on baggage.

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Expedited screening is not guaranteed and those in the program remain subject to additional screening measures used randomly, however. Eligible persons wishing to participate must enroll at www.defensetravel.dod.mil.

Rental Automobiles—Rental of an automobile is reimbursable only when the agency determines it is advantageous to the government and authorizes it. Travelers must book passenger vehicle reservations through their agencies' electronic travel systems if available; if not available, they should book through their agency's travel management office. Travelers must use the least expensive compact car available, unless an exception for another class of vehicle is approved. Exceptions may be allowed for reasons including medical disability or other special need, when additional room is needed to accommodate multiple employees on travel and/or a large amount of government material related to the travel, for safety reasons, or when a larger vehicle is available for the same or lower cost. Travelers are to refuel vehicles if possible prior to turning them in rather than purchasing pre-paid refueling options, and generally will not be reimbursed for fees associated with rental car loyalty points or the transfer of points charged by car companies.

Generally, the cost of theft, collision damage or personal accident insurance is not reimbursable. The exception is that when an automobile is rented for official travel in foreign areas, employees may be reimbursed for the cost of collision damage waiver or collision damage insurance, although not personal accident insurance, when rental or leasing agency requirements, foreign statute, or legal procedures that could cause extreme difficulty to government employees involved in an accident make such insurance necessary.

The government encourages employees who are authorized to use a rental vehicle to consider renting from a vendor that participates in the Defense Travel Management Office's U.S. Government Rental Car Agreement, unless they are outside the continental United States and no agreement is in place for their temporary duty location. The advantages of renting a car through the program are that rental car agreements are prenegotiated, the agreement includes automatic unlimited mileage and collision damage insurance, and the rates established by the car rental agreement cannot be exceeded by the vendor. See www.defensetravel.dod.mil/site/rentalCar.cfm.

Employees are responsible for any additional cost resulting from the unauthorized use of a commercial rental automobile for other than official travel-related purposes.

See 41 CFR 301-10, FTR Bulletin 14-05 and FTR Amendment 2015-03 at www.gsa.gov/ftrbulletin.

Travel by Other Than Authorized Means—Employees who do not travel by the method of transportation authorized by their agency are responsible for any expenses above the cost of the authorized method. Travelers who have been authorized to travel via common carrier or rental car and who choose to use a privately owned vehicle (POV) instead will be reimbursed at the applicable POV mileage rate.

Telework Test Programs—The Telework Enhancement Act of 2010 at 5 U.S.C. 5711 authorized the creation of agency telework travel expenses test programs subject to GSA approval. Under such programs, if a participating employee voluntarily relocates to a new official duty station, the employing agency can establish a number of occasional visits to the prior duty station before the employee is eligible for payment of expenses for travel there. Rules are at 41 CFR 300-90.

Travel Advances

Federal employees may receive travel advances for cash transaction expenses (expenses that as a general rule cannot be charged and must be paid using cash, a personal check, or travelers check). These may include:

- meals and incidental expenses covered by the per diem allowance or actual expenses allowance;
- miscellaneous transportation expenses such as local transportation system and taxi fares, parking fees, ferry fees, bridge, road, and tunnel fees, and aircraft parking, landing, and tie-down fees;
- gasoline and other variable expenses covered by the mileage allowance for advan-

tageous use of a privately owned automobile for official business; and

- other authorized miscellaneous expenses that cannot be charged using a government-issued charge card and for which a cost can be estimated.

For non-cash transaction expenses (such as lodging or common carrier), employees may receive advances only if:

- the travel charge card is not expected to be accepted;
- your agency has decided not to provide you a charge card;
- your agency determines that use of a travel card would not be feasible due to a transfer, particularly a transfer to another agency; or
- financial hardship would be incurred.

Frequent Traveler Benefits

Under 41 CFR 301-10 and -53, a federal traveler who receives a promotional item such as frequent flyer miles, upgrades, or access to carrier clubs or facilities received as a result of using travel or transportation services obtained at federal government expense, or accepted under 31 U.S.C. 1353, may retain the promotional item for personal use, if it is obtained under the same terms as those offered to the general public and at no additional cost to the federal government. (Note: Under FTR Bulletin 2008-05, fees for individual employee memberships in such programs are not reimbursable expenses.)

You may use frequent traveler benefits earned on official travel to obtain travel services for subsequent official travel assignments, or you may retain such benefits for your personal use, including upgrading to a higher class of service. However, promotional benefits or materials you receive from a travel service provider in connection with your planning and/or scheduling an official conference or other group travel (as opposed to performing official travel yourself) are considered the property of the government, and you may only accept the benefits or materials on behalf of the government and may use them only for official business.

You may use frequent traveler benefits earned on official travel to obtain travel services for subsequent official travel assignments; however, you may also retain such benefits for your personal use, including upgrading to a higher class of service. However, promotional benefits or materials you receive from a travel service provider in connection with your planning and/or scheduling an official conference or other group travel are considered the property of the government, and you may only accept the benefits or materials on behalf of the government and may use them only for official business.

It is your responsibility to communicate directly with a service provider to establish your frequent travel promotional benefits account and you are personally responsible for any associated costs.

You may not select a travel service provider based on whether it provides frequent traveler benefits. You must use the travel service provider for which your agency is a mandatory user. This includes contract passenger transportation services and travel management systems. You may not choose a travel service provider to gain frequent traveler benefits for personal use.

Employees generally must travel by coach class accommodations. However, you may upgrade your transportation class of service at your own expense. Therefore, as frequent traveler benefits may be retained for your personal use, you may use any frequent traveler benefits you have earned to upgrade your transportation class to premium service. The regulations governing upgrades to premium airline accommodations are at FTR 301-10.123-124. Your agency cannot pay for any upgrades, unless you meet one of the exceptions in those regulations. A denied boarding benefit (for example cash or a free ticket coupon) is not a promotional item for purposes of this policy. Travelers seeking further guidance should contact their supervisor or travel-approving official.

Tax Implications—Under IRS Announcement 2002-18, while such benefits are not deemed to be taxable income, they also may not be used for tax avoidance purposes, such as by converting them to cash or receiving compensation in the form of travel or other promotional benefits.

Lodging

Generally, lodging reservations must be made through your agency's travel manage-

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ment office, with first consideration given to facilities participating in government lodging agreement programs. See FTR 301-11.11.

FedRooms—In the FedRooms program, lodgings guarantee that a certain number of rooms will be available at or below the local per diem rate for stays of 29 days or less. FedRooms rates are available through all the government’s preferred booking channels and are for federal government and military personnel on official travel only. Ask for the FedRooms rate under the program booking code “XVU.” If you or your travel agent have contacted the hotel’s reservations department and asked for the FedRooms rate but are having trouble getting that rate, call (800) 226-1741.

FedRooms is not available in all locations. A listing of hotels and other information is at <https://www.fedrooms.com>.

Other lodgings services are:

- **Long-Term Lodging**—This program is for stays of 30 days or more, targeted to temporary or permanent relocation and extended training. Typical facilities include apartment or condominium type properties that may be furnished with amenities of a regular home.
- **Emergency Lodgings**—The Emergency Lodging Service provides temporary or emergency lodging accommodations in support of emergencies and/or disasters.

Information about these programs is at www.gsa.gov/lodging.

Lodging with Friends or Family—Traveling employees may receive reimbursement of certain costs incurred by family and friends in connection with the provision of such lodging. See 41 CFR 301-11.12(c). Office of Government Ethics regulations at 5 CFR 2640.203(d) permit employees to request such benefits and reimbursements for themselves notwithstanding financial conflict of interest policies in 18 U.S.C. 208.

Personal Lodgings—Under 41 CFR 301-11, agencies are not authorized to reimburse the lodging portion of per diem to travelers who stay in personally owned residences or other property such as recreational vehicles or campers.

Non-Conventional Lodgings—Under FTR 301-11.12(a)(4), agencies may reimburse employees for the costs of nonconventional lodging such as furnished apartments or condominium-type units when there are few or no conventional lodging facilities available in the area (for example, in remote areas) and in limited cases for long-term stays. Such facilities still must meet the requirements of the Hotel and Motel Fire Safety Act.

Miscellaneous Expenses

When certain items have been authorized or approved by your agency, they will be reimbursed as a miscellaneous expense under FTR 301-12. Such expenses include, but are not limited to:

- certain baggage expenses;
- services of guides, interpreters or drivers;
- certain services of an attendant;
- use of computers, printers, faxing machines, and scanners;
- services of typists, data processors or stenographers;
- storage of property used on official business;
- hire of conference center room or hotel room for official business;
- official telephone calls/service, faxes, telegrams, cablegrams, or radiograms;
- lodging taxes;
- energy surcharge and lodging resort fees when such fees are not optional; and
- fees for travelers checks, money orders, certified checks and transaction fees for use of automated teller machines using a government-issued charge card.

In addition: laundry, cleaning and pressing of clothing expenses are reimbursable at an agency’s discretion for stays of at least four nights within the contiguous states; and for foreign travel certain additional expenses are reimbursable as miscellaneous expenses, including commissions on conversion of foreign money, and certain passport, exit and other fees. An employee traveling on official business is to exercise the same care in incurring expenses that a prudent person would exercise if traveling for personal purposes.

Fees above Room Rates—Many conventional lodging properties, especially in tourist areas, charge fees variously termed “resort fees,” “amenity fees,” “urban destination fees,”

“facilities fees” and “daily destination fees” among others. Agencies are to review such fees before authorizing reimbursement, as they can vary from covering basic services such as internet access to including items that may be considered gifts, like tours or tickets. If authorized, the fees can be reimbursed as a miscellaneous expense.

In addition, non-conventional lodgings (see above) sometimes charge fees not standard in conventional lodging, such as “service fees” and cleaning fees. If such lodging is authorized, a service fee can be reimbursed as a miscellaneous expense. Per-stay cleaning fees should be divided by the total number of days the traveler occupied the accommodation and was entitled to per diem to determine a daily amount. That amount is then added to the base lodging cost to determine a total daily rate for the lodging. The total daily rate is to be reimbursed at or below the prevailing maximum lodging per diem rate for the location, unless the agency authorizes actual expense reimbursement. A fee charged for booking a reservation at such lodgings outside the E-Gov Travel Service generally is not reimbursable. Also see FTR Bulletin 19-04 at www.gsa.gov/ftrbulletin.

Tips—Tips related to meals, porters, baggage carriers and hotel staff are considered to be covered as part of the per diem meals and incidental expenses allowance. However, charges or tips for a taxi, shuttle service, courtesy transportation driver or valet parking attendant are separately reimbursable as miscellaneous expenses up to an amount your agency determines to be reasonable. See FTR Amendment 2012-01 at www.gsa.gov/ftrbulletin.

Note: Certain incidental expenses that are separately reimbursable under GSA policy are considered part of the standard meals and incidental expenses rate for Defense Department employees. These include automated teller machine fees, laundry expenses and transportation tips. However, if a traveler justifies spending more than the applicable per diem rate on incidental expenses averaged over the period, the approving official can authorize actual expenses. See www.defensetravel.dod.mil.

Telephone Calls at Added Cost—FTR 301-12 allows for the reimbursement of official telephone calls while in a travel status as a miscellaneous travel expense if such calls incur an extra charge. An agency may deem as allowable, within limits, calls to inform family members of safe arrival, change of itinerary or a daily check-in.

Taxes—A federal employee on official travel is obligated to pay all taxes unless the state or local authority assessing the tax provides a specific exemption. The per diem rates exclude lodging taxes; travelers must pay the taxes, when applicable, and file for reimbursement as a miscellaneous expense. Taxes for reimbursable lodging are deemed approved when lodging is authorized.

Mileage Allowances

Generally, employees using privately owned transportation when it is advantageous to the government in performing official business travel will be reimbursed as follows:

- 56 cents per mile for privately owned automobile if no government-owned vehicle is available;
- 16 cents per mile if a government-owned vehicle is available but the employee chooses to use a privately owned automobile instead;
- \$1.26 per mile for privately owned airplane (airplane nautical miles must be converted into statute miles); and
- 54 cents per mile for privately owned motorcycle.

These rates typically change early in each calendar year and also may change at other times due to variance in fuel prices. Current rates are at www.gsa.gov/mileage.

Additionally, parking fees; road, tunnel and bridge costs; and airplane parking, landing and tie-down fees may be authorized.

Under FTR Amendment 2005-05, if determined to be advantageous to the government, you may be reimbursed for mileage between your residence and office to a common carrier terminal, or from the residence directly to a common carrier terminal when on official travel requiring an overnight stay.

Use of Government Vehicles

Federal law requires that government motor vehicles be used only for official pur-

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poses, which include: between places of official business; between such places and places of temporary lodging when public transportation is unavailable or its use is impractical; between such places and restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of government business; or as otherwise authorized by your agency under 31 U.S.C. 1344.

You are responsible for any additional cost resulting from unauthorized use of a government vehicle and you may be subject to administrative and/or criminal liability for misuse of government property. You must possess a valid state, District of Columbia, or territorial motor vehicle operator's license and have a travel authorization specifically authorizing the use of a government-furnished automobile.

Home to Work Transportation—In addition to certain senior officials authorized for home-to-work transportation under 31 U.S.C. 1344(b), such transportation may be authorized for employees engaged in field work or faced with a clear and present danger, an emergency, or a compelling operational consideration. An agency may make these determinations in advance in order to have employees ready to respond in such cases.

Use of Portable Phones—GSA policy states that while individual agencies may set their own policies regarding the use of portable phones while driving in government-owned or leased vehicles, in general they should:

- discourage the use of hand-held wireless phones by a driver while operating motor vehicles owned or leased by the federal government;
- provide a portable hands-free accessory or a hands-free car kit for government owned wireless phones; and
- educate employees on driving safely while using hands-free wireless phones.

Generally, federal employees are not exempt from state and local laws governing operation of a motor vehicle, including those restricting the use of phones while driving.

Text Messaging—Under Executive Order 13513 of 2009, federal employees are barred from text messaging when driving government vehicles, or when driving privately owned vehicles while on official government business, and from using electronic equipment supplied by the government while driving. Each agency has its own implementing policies, including provisions for disciplinary actions. Exceptions are allowed for certain employees, devices, or vehicles for protective, law enforcement, national security or emergency reasons.

Tobacco Use—Use of tobacco products is barred in GSA fleet vehicles, and individual agencies typically also prohibit the use of tobacco products in vehicles they own or lease.

Seat Belts—Under Executive Order 13043 of 1997, each federal employee occupying any seating position of a motor vehicle on official business, whose seat is equipped with a seat belt, must have the seat belt properly fastened at all times when the vehicle is in motion.

Government Aircraft—You may use government aircraft for official travel only when: no scheduled commercial airline service is reasonably available (that is, able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period) to fulfill your agency's travel requirement; the cost of using a government aircraft is less than the cost of the city-pair fare for scheduled commercial airline service or the cost of the lowest available full coach fare if a city-pair fare is not available to you; you are required to use government aircraft for bona fide communications or security reasons, or exceptional scheduling requirements; or for space-available travel under certain circumstances.

Hours of Work for Travel

In limited circumstances, travel time may be considered hours of work. The rules on travel hours of work depend on whether an employee is eligible for overtime under the Fair Labor Standards Act (FLSA) (see Chapter 1, Section 6). For FLSA-exempt employees (that is, employees not eligible for overtime under that law), the crediting of travel time as hours of work is governed under Title 5 rules—in particular, 5 U.S.C. 5542(b)(2) and 5544(a)(3) and 5 CFR 550.112(g) and (j). For those who are eligible for

FLSA overtime pay, travel time is credited if it is qualifying hours of work under either the Title 5 rules or under 5 CFR 551.401(h) and 551.422.

For FLSA-eligible employees, time spent traveling is hours of work if the employee is required to travel:

- during regular working hours (the regularly scheduled administrative workweek);
- during travel (for example, by being required to drive a government vehicle as part of a work assignment);
- as a passenger on a one-day assignment away from the official duty station; or
- as a passenger on an overnight assignment away from the official duty station during hours on non-workdays that correspond to the employee's regular working hours. (See 5 CFR 551.422(a).)

Under 5 U.S.C. 5542(b)(2) and 5 CFR 550.112(g), official travel away from an employee's official duty station is hours of work if the travel is:

- within the days and hours of the employee's regularly scheduled administrative workweek, including regularly scheduled overtime hours; or
- outside the hours of the employee's regularly scheduled administrative workweek, is ordered or approved, and meets one of the following conditions: involves the performance of work while traveling (such as driving a loaded truck); is incident to travel that involves the performance of work while traveling (such as driving an empty truck back to the point of origin); is carried out under arduous and unusual conditions (for example, travel on rough terrain or under extremely severe weather conditions); or results from an event that could not be scheduled or controlled administratively (such as training scheduled solely by a private firm or a job-related court appearance required by a court subpoena).

An agency may not adjust an employee's normal regularly scheduled administrative workweek solely to include travel hours that would not otherwise be considered hours of work.

Under 5 U.S.C. 5544(a), both General Schedule and Federal Wage System employees may be credited with compensable hours of work for return travel from an administratively uncontrollable event.

Compensatory Time Off for Travel—5 U.S.C. 5550 requires agencies to provide employees compensatory time off for time spent in travel status away from their official duty stations, to the extent the time spent in travel status is not otherwise compensable. This authority does not extend to commuting time. See **Compensatory Time Off for Travel** in Chapter 5, Section 1.

Commuting Time—For FLSA-covered employees, normal commuting time between home and work is not hours of work. (See 5 CFR 551.422(b).) However, commuting time may be hours of work to the extent that the employee is required to perform substantial work under the control and direction of the employing agency—that is, productive work of a significant nature that is an integral and indispensable part of the employee's principal activities. The fact that an employee is driving a government vehicle in commuting to and from work is not a basis for determining that commuting time is hours of work.

Similarly, for FLSA-exempt employees, normal commuting time from home to work and from work to home is not hours of work. (See 5 CFR 550.112(j)(2).) However, commuting time may be hours of work to the extent that the employee is officially ordered or approved to perform substantial work while commuting.

Normal "home-to-work/work-to-home" commuting includes travel between an employee's home and a temporary duty location within the limits of the employee's official duty station. For an employee assigned to a temporary duty station overnight, it also includes travel between the employee's temporary place of lodging and a work site within the limits of the temporary duty station.

If an employee (whether FLSA-covered or exempt) is required to travel directly between home and a temporary duty location outside the limits of the employee's official duty station, the time the employee would have spent in normal commuting must be deducted from any hours of work outside the regularly scheduled administrative workweek (or, for FLSA-covered employees, outside corresponding hours on a non-workday) that may be credited for the travel time. (The travel time is credited as hours of work

only as allowed under the applicable rules—for example, for an FLSA-covered employee, if the travel is part of a one-day assignment away from the official duty station.)

Section 2 Relocation Allowances

Employees generally are entitled to receive a relocation expenses allowance (see FTR 302 at www.gsa.gov/ftr): upon an appointment to a first official duty station; when transferring from one official duty station to another permanent one at least 50 miles farther from the employee's current residence than the old official station is from the same residence (agencies may grant exceptions from the mileage minimum when in the interests of the government); when performing travel in accordance with an overseas tour renewal agreement; or when returning to his/her place of residence after completion of a prescribed tour of duty for the purposes of separation from government service or separation from an overseas assignment for reassignment to the same or different government agency.

Others generally eligible are: employees transferred from the Postal Service to a federal agency as defined in 5 U.S.C. 5721; student trainees assigned to any position upon completion of college work; overseas DoD Dependents Schools teachers; a career appointee to the Senior Executive Service (SES) as defined in 5 U.S.C. 3132(a)(4), and a prior SES appointee who is returning to his/her official residence for separation and who will be retaining SES retirement benefits; or an employee being assigned to a temporary duty station in connection with long-term assignment. Excluded are those transferred under the rules of the Foreign Service Act of 1980 or under the Central Intelligence Act of 1949, and certain others. See FTR 302-1.2.

Covered expenses generally include: travel, including per diem, for the employee and immediate family; mileage reimbursement at an IRS standard rate for moving expense deductions (see Government-Provided Business Reimbursement in Chapter 14, Section 3); transportation and temporary storage of household goods; extended storage when it is necessary as approved by the agency; transportation of a mobile home instead of transportation of household goods; a miscellaneous expenses allowance; transportation of a privately owned vehicle(s); and a relocation income tax allowance. Agencies may pay house-hunting trip expenses, temporary quarters subsistence expenses and reimbursement for property management services. In addition, there are limited special allowances available for certain groups of employees, such as new appointees and retiring members of the SES.

See Section 1 of this chapter for information about family members whose expenses are reimbursable under various relocation payment authorities.

Note: Under FTR Bulletin 20-06 (at www.gsa.gov/ftrbulletin), agencies may waive certain time limits related to relocations disrupted by the coronavirus pandemic, including general requirements to complete all aspects of a relocation within one year of a transfer and limits on the duration of househunting trips and temporary storage of household goods.

Under 5 U.S.C. 5524a, agencies may provide up to four pay periods of salary in advance for employees assigned to positions outside their commuting area but within the United States or its territories or possessions. For policies regarding assignments elsewhere, see Overseas Employment in Chapter 8, Section 1.

To help their employees relocate, agencies have the authority to enter into contracts with relocation companies.

Employees are required to sign a service agreement when transferring within or outside the continental United States or performing renewal agreement travel. The minimum periods of service are:

- within the continental United States for a period of service of not less than 12 months following the effective date of your transfer;
- outside the continental United States for an agreed upon period of service of not more than 36 months or less than 12 months following the effective date of transfer;
- DoD Dependent Schools teachers overseas for a period of not less than one school year as determined under 20 U.S.C. 25; and
- for renewal agreement travel a period of not less than 12 months from the date of return to the same or different overseas official station.

Expenses incurred at an employee's official station not in conjunction with relocation do

not fall under the authority of the FTR; employees should adhere to their agency's policies for reimbursement of such expenses.

Tax Status of Benefits—Public Law 115-97 suspended qualified moving expense deductions along with the exclusion for employer reimbursements and payments of moving expenses effective January 1, 2018 for tax years 2018 through 2025. However, GSA Bulletin 18-05 of 2018 authorized agencies to pay Withholding Tax Allowances and Relocation Income Tax Allowances to cover “substantially all” of the increased tax liability resulting from receipt of relocation expense reimbursements paid either directly or indirectly. Detailed guidance, including the tax status of various allowances, is in FTR Amendment 2020-02 and FTR Bulletin 20-02 at www.gsa.gov/ftrbulletin. Also see Relocation Income Tax Allowance, below, and Chapter 14, Section 2.

Test Programs—Under 5 U.S.C. 5739, agencies may, with GSA approval, test innovative methods of reimbursing relocation expenses without seeking a waiver of general rules or authorizing legislation. Check with your agency to see if such a program might affect you.

Death in Line of Duty—5 U.S.C. 5724d allows agencies to pay for relocation of the immediate family, household goods, personal effects, and one privately owned vehicle of certain law enforcement employees whose death occurred as a result of personal injury sustained while in the performance of the employee's duty as defined by the agency. The agency also must pay to prepare and ship the body. See 41 CFR 70.

DoD Employees—Relocation entitlements for civilian Defense Department employees are governed by the DoD Joint Travel Regulations, available in personnel and transportation offices and at www.defensetravel.dod.mil/site/travelreg.cfm. Those provisions generally parallel those under FTR 302 described below.

Each DoD agency establishes eligibility criteria for its transferring civilian employees for the use of Defense National Relocation Program, which is administered by the Army Corps of Engineers, phone (800) 344-2501, www.nab.usace.army.mil/Business-With-Us/Real-Estate/DNRP. Contact your local human resources office to verify eligibility. Services include counseling, home marketing assistance, home search assistance and mortgage counseling at the new duty station, and purchase of the employee's residence at the prior duty station under certain circumstances.

VA Employees—P.L. 115-41 of 2017 authorized the Veterans Affairs Department to order the recoupment of any relocation expense paid to an employee of that department upon a determination by the Secretary that there was an act of fraud or malfeasance by the employee that influenced the payment of those expenses. In such situations, the employee must be given notice and 10 business days to respond, and a final agency decision must be made within 15 business days of the notice. That employee would have seven business days to appeal to the Office of Personnel Management, which would have to issue its decision within 30 business days.

New Appointees

For purposes of relocation allowances, a new appointee is defined as: an individual who is employed with the federal government for the first time (including certain members of a presidential transition team); an employee who is returning to the government after a break in service (except an employee separated as a result of reduction-in-force or transfer of functions and is re-employed within one year after such action); or a student trainee assigned to the government upon completion of his/her college work.

Such individuals are eligible for: transportation of the employee and immediate family member(s); per diem for the employee only; transportation and temporary storage of household goods; extended storage of household goods; and transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods. Agencies may at their discretion pay for shipment of a privately owned vehicle. Each agency establishes specific criteria for determining which new appointees qualify for payment of allowable relocation expenses.

Transferred Employees

A transferred employee is an employee who transfers from one official station to another. This may also include employees separated as a result of reduction-in-force or transfer of func-

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tions who are re-employed within one year after such separation. For a transfer within the continental United States, relocation allowances that an agency must pay or reimburse are: transportation and per diem for the employee and immediate family member(s); miscellaneous moving expenses; transportation and temporary storage of household goods; extended storage of household goods if assigned to a designated isolated official station in the continental United States; relocation income tax allowance; sell or buy residence transactions or lease termination expenses; and transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (for transfers outside the continental United States, agencies may not pay for the latter two). Agencies may at their discretion pay for: house-hunting per diem and transportation for the employee and spouse only; temporary quarters subsistence expense; shipment of a privately owned vehicle; use of a relocation services company; property management services; and home marketing incentives (for transfers outside the continental United States, agencies may not pay for house-hunting trips or temporary quarters subsistence expenses but they may pay a foreign transfer allowance). Other rules apply in other types of transfers. See FTR 302.101.

Temporary Change of Station

A temporary change of station (TCS) is the relocation to a new official station for a temporary period while performing a long-term assignment, and subsequent return to the previous official station upon completion of that assignment. You are eligible for a TCS when you are directed to perform a TCS at a long-term duty location, and you otherwise would be eligible for payment of temporary duty travel allowances.

The agency must pay: travel, including per diem, for the employee and immediate family; transportation and temporary storage of household goods; extended storage when it is necessary as approved by the agency; transportation of a mobile home instead of transportation of household goods; a miscellaneous expenses allowance; transportation of a privately owned vehicle(s); property management services; and a relocation income tax allowance. An agency may at its discretion pay house-hunting trip expenses, temporary quarters subsistence expenses, and reimbursement for property management services.

Contingency Operations—Rules at 41 CFR 302-3 and -9 allow agencies to pay for storage of one privately owned vehicle when an employee is assigned a temporary change of station in support of a military contingency operation, which generally includes humanitarian, peacekeeping and similar operations, for the duration of the assignment.

Senior Executive Service Last Move Home

Agencies are authorized to pay limited “last move home” relocation allowances to eligible SES career appointees and employees who previously were career appointees and who elected to retain SES retirement benefits upon their retirement. Payment is limited to per diem for the employee only; transportation expenses of the employee and immediate family; transportation and temporary storage of household goods; and transportation of a mobile home or boat used as a primary residence in lieu of transportation of household goods.

To be eligible, SES employees must be: moving to a location more than 50 miles from their last official duty station; eligible to receive an annuity for optional retirement or be within five years of eligibility; eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement; or eligible to receive an annuity upon separation, including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement or disability retirement; and have not previously received or been authorized to receive “last move home” benefits upon separation from federal service for retirement.

Subsistence and Transportation Allowances

You are eligible for subsistence and transportation allowances for permanent change of station (PCS) travel if your agency specifically authorizes relocation expenses and you are: transferred (within or outside the continental United States); a new appointee (within or outside the continental United States); or an employee assigned to posts of duty outside the continental United States in connection with either overseas tour renewal agreement travel or return travel to places of residence for separation. Agencies

must pay per diem, transportation costs and certain other travel expenses in accordance with 5 U.S.C. 5701-5709.

Your per diem for en route relocation travel between your old and new official stations will be at the standard CONUS rate. The number of authorized travel days is the actual number of days used to complete the trip, but not to exceed an amount based on a minimum driving distance per day determined to be reasonable by your agency—normally not less than an average of 300 miles per day.

With certain exceptions, the rules for temporary duty travel are used for payment of the travel expenses of your immediate family members. The maximum amount your spouse may receive if he/she accompanies you while you are performing PCS travel is three-fourths of your daily per diem rate. A spouse who does not accompany you but travels unaccompanied at a different time will receive the same per diem rate to which you are entitled. Per diem for your immediate family members cannot be authorized if you are: a new appointee; assigned to posts of duty outside the continental United States and returning to place of actual residence for separation; or being relocated under the Government Employees Training Act. The mileage reimbursement rate for privately owned vehicles used in conjunction with official relocation is the same as the IRS-determined standard rate for moving purposes. See Government-Provided Business Reimbursements in Chapter 14, Section 3.

House-Hunting Trip Expenses

The term “house-hunting trip” refers to a trip made by you and/or your spouse to a new official station locality to find permanent living quarters to rent or purchase. The term “living quarters” includes apartments, condominiums, and cooperatives in addition to town-houses and single family homes. You are eligible for a house-hunting trip expenses allowance if you are an employee who is authorized to transfer, and in addition: both your old and new official stations are located within the United States; you are not assigned to government or other prearranged housing at your new official station; and your old and new official stations are 75 or more miles apart (as measured by map distance) via a usually traveled surface route. New appointees and employees assigned under the Government Employees Training Act are not eligible.

Your agency will authorize you to travel by the transportation mode(s) it determines to be advantageous to the government and pay for your transportation expenses by the authorized mode(s). If you travel by any other mode(s), your agency will pay your transportation expenses not to exceed the cost of transportation by the authorized mode(s).

To receive reimbursement for house-hunting trip transportation expenses you must itemize your transportation expenses and provide receipts. Your agency may authorize an advance of funds for your house-hunting trip expenses. You are in a duty status when you perform a house-hunting trip.

Temporary Quarters Subsistence Expenses

Temporary quarters subsistence expenses (TQSE) are subsistence expenses incurred by an employee and/or his/her immediate family while occupying temporary quarters. TQSE does not include local transportation expenses incurred during occupancy of temporary quarters. You are eligible for a TQSE allowance if: you are an employee who is authorized to transfer; your new official station is located within the United States; and your old and new official stations are 50 miles or more apart (as measured by map distance) via a usually traveled surface route. New appointees, employees assigned under the Government Employees Training Act, and employees returning from an overseas assignment for the purpose of separation are not eligible.

You and/or your immediate family may occupy temporary quarters at government expense within reasonable proximity of your old and/or new official stations. Neither you nor your immediate family may be reimbursed for occupying temporary quarters at any other location, unless justified by special circumstances that are reasonably related to your transfer. Your agency will reimburse you for TQSE under the actual expense method unless it permits the “fixed amount” reimbursement method as an alternative. If your agency makes both methods available to you, you may select the one you prefer.

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FTR 302-6 for how each is calculated. For fixed amount TQSE reimbursement, you do not document your TQSE. For actual TQSE reimbursement, you must itemize each expense and provide receipts. Your agency may advance the funds necessary to cover your estimated TQSE expenses for up to 30 days. Transportation expenses incurred in the vicinity of the temporary quarters are not reimbursable.

Household Goods

The following are eligible for the transportation and temporary storage of household goods at government expense when a relocation has been determined to be in the interest of the government: an employee transferred between official duty stations, within or outside the continental United States (CONUS); a new appointee to his/her first official duty station within or outside the CONUS; an employee being returned to CONUS for separation from an outside CONUS assignment, after completion of an agreed upon period of services; an SES employee authorized last move home benefits; and an employee authorized a temporary change of station (TCS). The maximum weight allowance of household goods that may be shipped or stored at government expense is 18,000 pounds net weight. For uncrated or van line shipments, a 2,000-pound allowance is added to the 18,000 pounds net weight allowance to cover packing materials for the shipment.

The initial period of temporary storage at government expense may not exceed 90 days in connection with any authorized household goods shipment. The household goods may be placed in temporary storage at origin, in transit, at destination, or any combination. However, upon your written request, an additional 90 days may be authorized by the designated agency official.

There are two methods of transporting and paying for the movement of household goods—commuted rate and actual expense. Under the actual expense method, the agency assumes responsibility for arranging and paying for the services. Under the commuted rate system you assume responsibility for arranging and paying for most of the related services. See the Commuted Rate Table at www.gsa.gov/policy-regulations/policy/employee-relocation-management-policy. Also see 41 CFR 302-7.

An employee advance of funds may be authorized when the transportation of household goods and temporary storage is authorized under the commuted rate method.

Extended Storage—Your agency may authorize extended storage of household goods when: you are assigned to an isolated duty station within CONUS; you are assigned to an overseas official station where your agency limits the amount of household goods you may transport to that location; you are assigned to an OCONUS (outside the continental United States) official station and your agency determines extended storage is in the public interest or cost effective to do so; or it is necessary for a temporary change of station. Extended storage of household goods is not permitted for a career SES employee eligible for last move home benefits.

Death in Line of Duty—Under 5 U.S.C. 5724d, agencies may pay for the relocation of dependents and the household effects of a law enforcement officer whose death occurred as a result of personal injury sustained in the line of duty. Rules at 41 CFR 303-70 specify the covered occupations and set policies for the transportation of the immediate family, household goods, personal effects, and one privately owned vehicle.

Transportation and Emergency Storage of a Privately Owned Vehicle

Transportation and emergency storage of a privately owned vehicle (POV) may be authorized at the agency's discretion for an employee who is authorized to transfer to the post of duty, or a new appointee or student trainee assigned to the post of duty. When your agency authorizes transportation of your POV, it will pay for all necessary and customary expenses directly related to the transportation of the POV, including crating and packing expenses, shipping charges, and port charges for readying the POV for shipment at the port of embarkation, and for use at the port of debarkation. Your agency will pay all necessary storage expenses, including but not limited to readying the POV for storage, local transportation to

point of storage, storage, readying the POV for use after storage, and local transportation from the point of storage. Insurance is at your expense, unless it is included in these expenses.

Only a passenger automobile, station wagon, light truck, or other similar vehicle that will be used primarily for personal transportation may be authorized to transport, and if necessary store under emergency circumstances. You may not transport or store a trailer, airplane, or any vehicle intended for commercial use.

You may receive advance funds not to exceed the estimated amount of the expenses authorized for transportation and emergency storage of your POV. You are eligible for emergency storage of your POV when your POV was transported to your post of duty at government expense and the head of your agency determines that your post of duty is within a zone from which your immediate family and/or household goods should be evacuated.

Mobile Homes and Boats Used as a Primary Residence

If you are eligible for the transportation of household goods, you will be reimbursed for transporting a mobile home instead of a household goods shipment, not to exceed what the government would incur for the transportation of your household goods and 90 days temporary storage. To have a mobile home transported at government expense, you must certify that the mobile home will be used at the new official station as your primary residence and/or the primary residence of your immediate family. Allowances for overland transportation of a mobile home may be made only for transportation within the CONUS, within Alaska, and through Canada en route between Alaska and CONUS or through Canada between one CONUS point and another.

Allowances for transporting a mobile home (including mileage when towed by you) are in addition to the reimbursement of per diem, mileage, and transportation expenses for you and your immediate family member(s). Allowable costs when transporting overland include: the carrier's charge for actual transportation; ferry fares; bridge, road, and tunnel tolls; taxes, charges or fees fixed by a state or other government authority for permits to transport mobile homes in or through its jurisdiction; the carrier's service charges for obtaining necessary permits; and charges for a pilot (flag) car or escort services, when required by state or local law.

When transporting over water, allowable costs include, but are not limited to: the cost of fuel and oil used for propulsion of the boat; pilots or navigators in the open water; a crew; charges for harbor pilots; docking fees incurred in transit; harbor or port fees and similar charges related to entry in and navigation through ports; and towing, whether in tow or towing by pushing from behind. The mileage allowance when you transport a mobile home overland by other than commercial means (for example, by towing it behind a personally owned vehicle) is 11 cents per mile. This is in addition to the mileage allowance for driving the vehicle.

Residence Transactions

You are eligible to receive an allowance for expenses incurred in connection with your residence transactions (the sale of a residence at your old official station and/or the purchase of a residence at your new station) if you have signed a service agreement and are performing a permanent change of station where your old and new official stations are within the United States, or you transferred from an official station in the United States to a foreign area and are now transferring back to the United States, have completed your service agreement time period for your overseas tour of duty, and are assigned to an official station in the United States that is more than 50 miles from your last official station in the United States. New appointees and Government Employees Training Act appointees are not eligible.

To be reimbursed for expenses incurred in residence transactions, you must occupy the residence at the time you are notified of your transfer, unless your transfer is from a foreign area to an official station within the United States other than the one you left when you transferred out of the United States.

If you qualify for a residence transaction expense allowance, you may be reimbursed for: the expenses of selling your old residence and purchasing a new residence in the United States; or settlement of an unexpired lease at your old official station in the United States from which transferred to another official station in the United States or

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when assigned to a foreign post of duty; and expenses of purchasing a new residence in the United States upon return to the United States upon completion of the foreign tour of duty and the return is to a different official station, and is at least 50 miles from the station from which you transferred.

You may receive reimbursement for the one residence from which you regularly commute to and from work on a daily basis and which was your residence at the time you were officially notified to transfer to a new official station.

Provided that they are customarily paid by the seller of a residence at the old official station or by the purchaser of a residence at the new official station, your agency will pay the following expenses within certain restrictions: your broker's fee or real estate commission that you pay in the sale of your residence at the last official station, not to exceed the rates that are generally charged in the locality of your old official station; the customary cost for an appraisal; the costs of advertising for sale of the residence at your old official station that is not included in the broker's fee or the real estate agent's commission; the cost of a title insurance policy, costs of preparing conveyances, other instruments, and contracts and related notary fees and recording fees; cost of making surveys, preparing drawings or plats when required for legal or financing purposes, and similar expenses; the costs of searching title, preparing abstracts, and the legal fees for a title opinion; and miscellaneous expenses normally paid by the seller or purchaser in that locality.

Other Housing Allowances

Use of Relocation Services Company—You are eligible to use a relocation services company if you are an employee who is authorized to transfer and the transfer includes a residence transaction. Your agency will pay the relocation services company's fees/expenses for the services you are authorized to use. If your agency pays the relocation services company for actual expenses the company incurs on your behalf, payment to the company is limited to what you would have received under the direct reimbursement provisions.

Home Marketing Incentive Payments—Your agency determines if it is in the government's interest to offer you a home marketing incentive, and the amount. The incentive payment may not exceed the lesser of 5 percent of the price the relocation services company paid when it purchased the residence from you, or the savings your agency realized from the reduced fee/expenses it paid as a result of you finding a bona fide buyer.

Property Management Services—You are eligible for payment for property management services when you transfer in the interest of the government, and you and/or a member(s) of your immediate family hold(s) title to a residence which you are eligible to sell at government expense. New appointees, employees assigned under the Government Employees Training Act and employees transferring wholly outside the United States are not eligible.

Miscellaneous Expenses—Miscellaneous expenses are costs associated with discontinuing your residence at your old official station, and/or establishing a residence at your new official station. These include but are not limited to: costs related to disconnecting/connecting appliances; equipment, or utilities, cutting and fitting rugs, draperies, and curtains; utility deposits or fees not offset by eventual refunds; medical, dental, and food locker contracts; private institutional care contracts (such as that provided for handicapped or invalid dependents only); registration, driver's license, and use taxes imposed when bringing privately owned vehicles into certain jurisdictions; and certain costs related to the transportations of pets.

A transferring employee without an immediate family is entitled to a lump-sum miscellaneous expenses allowance of one week's basic gross pay, up to \$650, and an employee with an immediate family is entitled to a lump sum of two weeks' basic gross pay, up to \$1,300. If additional amounts are justified, with supporting documentation, expenses may be reimbursed up to one or two weeks, respectively, of basic pay up to the maximum salary rate for a General Schedule grade 13, step 10, position. See 41 CFR 302-16.

Relocation Income Tax Allowance

Payment of a relocation income tax allowance (RITA) is authorized to reimburse eli-

gible transferred employees for substantially all of the additional federal, state, and local income taxes incurred by the employee, or by the employee and spouse if a joint tax return is filed, as a result of certain travel and transportation expense and relocation allowances which are furnished in kind, or for which reimbursement or an allowance is provided by the government.

Payment also is authorized for income taxes paid to the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the U.S. possessions. Payment is authorized for employees transferred in the interest of the government from one official station to another for permanent duty. New appointees, employees assigned under the Government Employees Training Act and employees returning from overseas assignments for the purpose of separation are not eligible.

Within certain limitations, these types of expenses or allowances are covered: en route travel; household goods shipment; extended storage expenses; mobile home movement; house-hunting trip; temporary quarters; real estate expenses; miscellaneous expense allowance; and relocation services. Such expenses are covered by the RITA only to the extent that they are actually paid or incurred, and are not allowable as a moving expense deduction for tax purposes. Tables are published annually as an FTR bulletin at www.gsa.gov/ftrbulletin.

Section 3 Travel and Relocation Payment Appeals

The Civilian Board of Contract Appeals has authority to resolve questions involving payment of claims for reimbursement of expenses that federal employees incurred while on official temporary duty travel and claims for reimbursement of expenses incurred in connection with relocation to a new duty station.

Any claim for entitlement to travel or relocation expenses must first be filed with the claimant's own department or agency. The agency will initially adjudicate the claim. A claimant disagreeing with the agency's determination may request review of the claim by the Board. The burden is on the claimant to establish the timeliness of the claim, the liability of the agency, and the claimant's right to payment. The Board will issue the final decision on a claim based on the information submitted by the claimant and the agency. (A disbursing or certifying official of an agency, or the head of an agency, may request from the Board a decision on a question involving a payment the disbursing official or head of agency will make, or a voucher presented to a certifying official for certification, which concerns a claim for reimbursement of travel or relocation expenses.)

A claim must be in writing and must be signed by the claimant or by the claimant's attorney or authorized representative. No particular form is required. The request should describe the basis for the claim, state the amount sought and should include:

- the name, address, telephone number, and fax number and email address, if available, of the claimant;
- the name, address, telephone number, and fax number and email address, if available, of the agency employee who denied the claim;
- a copy of the denial of the claim; and
- any other information which the claimant believes the Board should consider.

The Board is located at 1800 M Street, N.W., 6th Floor, Washington, DC 20036, phone (202) 606-8800. Claims may be mailed or delivered to that address, faxed to (202) 606-0019, or emailed to cbca.efile@cbca.gov (additional requirements for electronic filing are at <https://cbca.gov/howto/efiling.html>).

If an agency has denied a claim for travel or relocation expenses, it may, at the claimant's request, forward the claim to the Board. The official submitting a request for a decision must send to the affected employee copies of all material provided to the Board. Generally, a claim by a federal civilian employee for travel or relocation expenses must be filed within six years after the claim accrues. An employee filing a claim must provide the agency deciding official with a copy of the request and the agency then makes a response. The employee may then file a reply to the agency's response. To expedite proceedings, if the employee does not wish

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to reply, the employee should notify the Board and the agency. The agency or the affected employee may request additional time to make any filing. Also see <https://cbca.gov/howto/filing.html>.

The judge may hold a conference with the agency and the affected employee, at any time, for any purpose. The judge may provide the participants a memorandum reflecting the results of a conference and may require the submission of additional information at any time. The judge will issue a written decision based upon the record, which includes submissions by the agency and the affected employee, and information provided during conferences. The agency and the affected employee will each be furnished a copy of the decision by the Office of the Clerk of the Board. In addition, Board decisions are posted on <https://cbca.gov>.

A request for reconsideration may be made by the agency or the affected employee. Such requests generally must be received by the Board within 30 calendar days after the date the decision was issued. The request for reconsideration should state the reasons why the Board should consider the request. Mere disagreement with a decision or re-argument of points already made is not a sufficient ground for seeking reconsideration.

The Board also offers several types of voluntary alternative dispute resolution; if that fails to resolve the dispute completely, the appeal generally will be returned to the appropriate judge for adjudication. The agency must pay amounts the Board determines are due to a claimant.

Section 4 Per Diem

A lodgings-plus per diem system applies worldwide. Under the lodgings-plus system, travelers are reimbursed for the actual cost of lodging, supported by receipts, within prescribed limits plus a flat daily allowance for meals and incidental expenses (M&IE) that ranges from \$56 to \$76.

The General Services Administration sets maximum per diem rates for about 325 localities within the contiguous United States; in many cases the lodging portion varies seasonally. For other locations, a standard rate of \$96 for lodging and \$55 for M&IE applies. See FTR 302-2 through 302-5.

The applicable rate is determined by the location of the temporary duty assignment. Unless otherwise specified, the per diem locality is defined as “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.”

The M&IE rate is payable without itemization of expenses or receipts. The meals portion is designed to cover expenses for breakfast, lunch, dinner and related tips and taxes (alcoholic beverages, entertainment expenses and expenses incurred for other persons are excluded). The incidentals portion is designed to cover fees and tips related to porters, baggage carriers and hotel staff. Certain other fees and tips are separately reimbursable as described in Miscellaneous Expenses in Section 1 of this chapter.

The first and last calendar days of travel are reimbursed at 75 percent of the applicable rate (note: for government-provided meals on travel days, the entire allocated meal amount must be deducted from the decreased 75 percent rate; see www.gsa.gov/mie).

Rates for travel to foreign destinations are determined by the Department of State (see https://aoprals.state.gov/web920/per_diem.asp). Rates for non-foreign travel (such as to Alaska, Hawaii and U.S. possessions and territories) outside the contiguous states are set by the Department of Defense (see www.defensetravel.dod.mil/site/perdiem.cfm).

For travel within the contiguous United States, travelers generally must deduct from their M&IE allowance the value of meals that are part of a registration fee or otherwise paid for by the government, in conjunction with attendance at conferences or other events while on official travel, plus an additional \$3 from the incidentals portion. See Federal Travel Regulation Section 301-11.18. Employees may receive the full M&IE allowance, with agency approval, if they are unable to consume furnished meals because of medical requirements or religious beliefs or if they were unable to take part in a government-fur-

nished meal due to the conduct of official business. Note: Certain agencies reduce lodging, M&IE or both rates for temporary duty at a location exceeding a designated length, in order to encourage use of less expensive “extended stay” lodging; check with your agency for its policies.

Actual Subsistence Expense Reimbursement

Under FTR 301 subpart D, an agency may authorize necessary actual subsistence expense reimbursement not to exceed 300 percent of the applicable maximum per diem rate for travel within the continental United States:

- when lodging and/or meals are procured at a prearranged place such as a hotel where a meeting, conference or training session is held;
- when costs have escalated because of special events (for example sporting events, conventions, or natural or man-made disasters), lodging and meal expenses within prescribed allowances cannot be obtained nearby, and costs to commute to/from the nearby location consume most or all of the savings achieved from occupying less expensive lodging;
- because of mission requirements; or
- for any other reason approved by the agency.

Rules at 41 CFR 310-74 state that for conferences, when lodging is not available at the applicable per diem rate, travelers should compare all associated costs, including round-trip ground transportation, between finding lodging at the applicable per diem rate away from the conference locality and using the actual expense method at the conference facility. If the cost comparison shows that obtaining lodging at the conference facility results in the lowest total travel costs, the agency may authorize actual expense reimbursement.

In cases of natural or man-made disasters or other emergencies, GSA may issue a government-wide FTR bulletin authorizing actual subsistence expenses and waivers of certain other provisions of the Federal Travel Regulation for temporary duty or relocation travel to designated areas for a specific time. The bulletin may also advise delaying all non-essential travel and relocation to the affected areas. Such authorities are posted at www.gsa.gov/ftrbulletin.

Agencies also may pay actual subsistence expense reimbursement to protect law enforcement/investigative employees and their families when their lives are placed in jeopardy as a result of the employee’s assigned duties. See FTR 301-31.

You should seek approval for actual subsistence expense reimbursement before beginning travel, but approval may be granted afterward under limited circumstances.

There are two ways an agency may calculate actual expense reimbursement. The amount and reimbursement method authorized for each day must be stated on the travel authorization or in a written addendum to the authorization.

Under the full-itemization method, the lodging and M&IE portions each are multiplied by 300 percent. You must itemize all costs on the travel voucher to indicate the amount spent each day for lodging, each meal, and other allowable expenses. You must provide receipts for each expense of more than \$75. When the actual expenses incurred during any one day are below the increased daily maximums, you will be reimbursed only for the actual expense.

Under the no-itemization method, the lodging and M&IE portions also are multiplied by 300 percent but you must itemize only the lodging costs, and the M&IE portion is paid at only the standard daily rate for that location with no itemization needed. The effect is to allow applying a larger amount toward the lodging portion while still remaining within the 300 percent limit, the two components combined.

See FTR Bulletin 18-09 at www.gsa.gov/ftrbulletin.

Current Rates

Per diem rates are set on a fiscal year (October 1-September 30) cycle. Some rates may change during a fiscal year. Annual and periodic rate changes for locations within the contiguous states are at www.gsa.gov/perdiem. That site also has links to per diem rates for foreign areas and to rates for non-foreign travel outside the contiguous states, which are set by the State Department and the Defense Department, respectively, as described above.

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State/Destination	County and/or Other Defined Location	Seasonal Dates	Max Lodging Rate (exc. taxes)	M & IE Rate
	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.		\$ 96	\$ 55
AL	Birmingham	Jefferson	\$ 113	\$ 56
AL	Gulf Shores	Baldwin	Oct. 1 - Feb. 28 \$ 111	\$ 61
AL	Gulf Shores	Baldwin	March 1 - May 31 \$ 136	\$ 61
AL	Gulf Shores	Baldwin	June 1 - July 31 \$ 173	\$ 61
AL	Gulf Shores	Baldwin	Aug. 1 - Sept. 30 \$ 111	\$ 61
AL	Mobile	Mobile	Oct. 1 - Dec. 31 \$ 96	\$ 61
AL	Mobile	Mobile	Jan. 1 - March 31 \$ 105	\$ 61
AL	Mobile	Mobile	April 1 - Sept. 30 \$ 96	\$ 61
AR	Hot Springs	Garland	\$ 103	\$ 61
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	Oct. 1 - Oct. 31 \$ 138	\$ 66
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	Nov. 1 - Feb. 28 \$ 96	\$ 66
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	March 1 - April 30 \$ 118	\$ 66
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	May 1 - Sept. 30 \$ 138	\$ 66
AZ	Kayenta	Navajo	Oct. 1 - Oct. 31 \$ 134	\$ 66
AZ	Kayenta	Navajo	Nov. 1 - Feb. 28 \$ 102	\$ 66
AZ	Kayenta	Navajo	March 1 - Sept. 30 \$ 134	\$ 66
AZ	Phoenix / Scottsdale	Maricopa	Oct. 1 - May 31 \$ 151	\$ 56
AZ	Phoenix / Scottsdale	Maricopa	June 1 - Aug. 31 \$ 96	\$ 56
AZ	Phoenix / Scottsdale	Maricopa	Sept. 1 - Sept. 30 \$ 151	\$ 56
AZ	Sedona	City Limits of Sedona	Oct. 1 - Dec. 31 \$ 180	\$ 76
AZ	Sedona	City Limits of Sedona	Jan. 1 - Feb. 28 \$ 146	\$ 76
AZ	Sedona	City Limits of Sedona	March 1 - April 30 \$ 220	\$ 76
AZ	Sedona	City Limits of Sedona	May 1 - Aug. 31 \$ 154	\$ 76
AZ	Sedona	City Limits of Sedona	Sept. 1 - Sept. 30 \$ 180	\$ 76
AZ	Tucson	Pima	Oct. 1 - Dec. 31 \$ 96	\$ 61
AZ	Tucson	Pima	Jan. 1 - March 31 \$ 133	\$ 61
AZ	Tucson	Pima	April 1 - Sept. 30 \$ 96	\$ 61
CA	Antioch / Brentwood / Concord	Contra Costa	\$ 165	\$ 66
CA	Bakersfield / Ridgecrest	Kern	\$ 116	\$ 61
CA	Barstow / Ontario / Victorville	San Bernardino	\$ 111	\$ 61
CA	Death Valley	Inyo	Oct. 1 - Oct. 31 \$ 130	\$ 66
CA	Death Valley	Inyo	Nov. 1 - Jan. 31 \$ 109	\$ 66
CA	Death Valley	Inyo	Feb. 1 - Sept. 30 \$ 130	\$ 66
CA	Eureka / Arcata / McKinleyville	Humboldt	Oct. 1 - May 31 \$ 101	\$ 71
CA	Eureka / Arcata / McKinleyville	Humboldt	June 1 - Aug. 31 \$ 129	\$ 71
CA	Eureka / Arcata / McKinleyville	Humboldt	Sept. 1 - Sept. 30 \$ 101	\$ 71
CA	Fresno	Fresno	\$ 110	\$ 66

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State/Destination		County and/or Other Defined Location	Seasonal Dates	Max Lodging Rate (exc. taxes)	M & IE Rate
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	Oct. 1 - Oct. 31	\$ 182	\$ 66
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	Nov. 1 - Dec. 31	\$ 168	\$ 66
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	Jan. 1 - Sept. 30	\$ 182	\$ 66
CA	Mammoth Lakes	Mono	Oct. 1 - Nov. 30	\$ 126	\$ 76
CA	Mammoth Lakes	Mono	Dec. 1 - April 30	\$ 148	\$ 76
CA	Mammoth Lakes	Mono	May 1 - Sept. 30	\$ 126	\$ 76
CA	Mill Valley / San Rafael / Novato	Marin	Oct. 1 - Oct. 31	\$ 189	\$ 76
CA	Mill Valley / San Rafael / Novato	Marin	Nov. 1 - May 31	\$ 166	\$ 76
CA	Mill Valley / San Rafael / Novato	Marin	June 1 - Sept. 30	\$ 189	\$ 76
CA	Monterey	Monterey	Oct. 1 - May 31	\$ 166	\$ 76
CA	Monterey	Monterey	June 1 - Aug. 31	\$ 240	\$ 76
CA	Monterey	Monterey	Sept. 1 - Sept. 30	\$ 166	\$ 76
CA	Napa	Napa	Oct. 1 - Nov. 30	\$ 213	\$ 66
CA	Napa	Napa	Dec. 1 - March 31	\$ 160	\$ 66
CA	Napa	Napa	April 1 - Sept. 30	\$ 213	\$ 66
CA	Oakhurst	Madera	Oct. 1 - April 30	\$ 104	\$ 71
CA	Oakhurst	Madera	May 1 - Sept. 30	\$ 137	\$ 71
CA	Oakland	Alameda		\$ 189	\$ 66
CA	Palm Springs	Riverside	Oct. 1 - Oct. 31	\$ 114	\$ 66
CA	Palm Springs	Riverside	Nov. 1 - April 30	\$ 144	\$ 66
CA	Palm Springs	Riverside	May 1 - Sept. 30	\$ 114	\$ 66
CA	Point Arena / Gualala	Mendocino		\$ 129	\$ 76
CA	Sacramento	Sacramento		\$ 145	\$ 66
CA	San Diego	San Diego	Oct. 1 - Jan. 31	\$ 161	\$ 71
CA	San Diego	San Diego	Feb. 1 - July 31	\$ 181	\$ 71
CA	San Diego	San Diego	Aug. 1 - Sept. 30	\$ 161	\$ 71
CA	San Francisco	San Francisco	Oct. 1 - Dec. 31	\$ 288	\$ 76
CA	San Francisco	San Francisco	Jan. 1 - March 31	\$ 333	\$ 76
CA	San Francisco	San Francisco	April 1 - Aug. 31	\$ 270	\$ 76
CA	San Francisco	San Francisco	Sept. 1 - Sept. 30	\$ 288	\$ 76
CA	San Luis Obispo	San Luis Obispo		\$ 124	\$ 71
CA	San Mateo / Foster City / Belmont	San Mateo		\$ 222	\$ 66
CA	Santa Barbara	Santa Barbara	Oct. 1 - June 30	\$ 177	\$ 76
CA	Santa Barbara	Santa Barbara	July 1 - Aug. 31	\$ 228	\$ 76
CA	Santa Barbara	Santa Barbara	Sept. 1 - Sept. 30	\$ 177	\$ 76
CA	Santa Cruz	Santa Cruz	Oct. 1 - May 31	\$ 128	\$ 61
CA	Santa Cruz	Santa Cruz	June 1 - Aug. 31	\$ 172	\$ 61
CA	Santa Cruz	Santa Cruz	Sept. 1 - Sept. 30	\$ 128	\$ 61
CA	Santa Monica	City limits of Santa Monica	Oct. 1 - May 31	\$ 239	\$ 76
CA	Santa Monica	City limits of Santa Monica	June 1 - Aug. 31	\$ 284	\$ 76
CA	Santa Monica	City limits of Santa Monica	Sept. 1 - Sept. 30	\$ 239	\$ 76

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CA	Santa Rosa	Sonoma	\$ 157	\$ 71	
CA	South Lake Tahoe	El Dorado	Oct. 1 - Dec. 31	\$ 135	\$ 66
CA	South Lake Tahoe	El Dorado	Jan. 1 - June 30	\$ 120	\$ 66
CA	South Lake Tahoe	El Dorado	July 1 - Sept. 30	\$ 135	\$ 66
CA	Stockton	San Joaquin	\$ 140	\$ 61	
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara	\$ 245	\$ 66	
CA	Tahoe City	Placer	\$ 124	\$ 61	
CA	Truckee	Nevada	\$ 126	\$ 76	
CA	Visalia	Tulare	\$ 113	\$ 61	
CA	West Sacramento / Davis	Yolo	\$ 133	\$ 71	
CA	Yosemite National Park	Mariposa	Oct. 1 - Nov. 30	\$ 120	\$ 76
CA	Yosemite National Park	Mariposa	Dec. 1 - Aug. 31	\$ 136	\$ 76
CA	Yosemite National Park	Mariposa	Sept. 1 - Sept. 30	\$ 120	\$ 76
CO	Aspen	Pitkin	Oct. 1 - Nov. 30	\$ 188	\$ 76
CO	Aspen	Pitkin	Dec. 1 - March 31	\$ 375	\$ 76
CO	Aspen	Pitkin	April 1 - May 31	\$ 147	\$ 76
CO	Aspen	Pitkin	June 1 - Sept. 30	\$ 188	\$ 76
CO	Boulder / Broomfield	Boulder / Broomfield	Oct. 1 - April 30	\$ 128	\$ 66
CO	Boulder / Broomfield	Boulder / Broomfield	May 1 - Aug. 31	\$ 160	\$ 66
CO	Boulder / Broomfield	Boulder / Broomfield	Sept. 1 - Sept. 30	\$ 128	\$ 66
CO	Colorado Springs	El Paso	Oct. 1 - May 31	\$ 112	\$ 66
CO	Colorado Springs	El Paso	June 1 - Aug. 31	\$ 147	\$ 66
CO	Colorado Springs	El Paso	Sept. 1 - Sept. 30	\$ 112	\$ 66
CO	Cortez	Montezuma	Oct. 1 - May 31	\$ 96	\$ 61
CO	Cortez	Montezuma	June 1 - Sept. 30	\$ 122	\$ 61
CO	Crested Butte / Gunnison	Gunnison	Oct. 1 - Nov. 30	\$ 126	\$ 76
CO	Crested Butte / Gunnison	Gunnison	Dec. 1 - March 31	\$ 175	\$ 76
CO	Crested Butte / Gunnison	Gunnison	April 1 - May 31	\$ 106	\$ 76
CO	Crested Butte / Gunnison	Gunnison	June 1 - Sept. 30	\$ 126	\$ 76
CO	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	Oct. 1 - Oct. 31	\$ 199	\$ 76
CO	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	Nov. 1 - Dec. 31	\$ 153	\$ 76
CO	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	Jan. 1 - March 31	\$ 162	\$ 76
CO	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	April 1 - Sept. 30	\$ 199	\$ 76
CO	Douglas	Douglas	Oct. 1 - May 31	\$ 115	\$ 61
CO	Douglas	Douglas	June 1 - Aug. 31	\$ 140	\$ 61
CO	Douglas	Douglas	Sept. 1 - Sept. 30	\$ 115	\$ 61
CO	Durango	La Plata	Oct. 1 - May 31	\$ 102	\$ 71
CO	Durango	La Plata	June 1 - Sept. 30	\$ 151	\$ 71
CO	Fort Collins / Loveland	Larimer	\$ 113	\$ 61	

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CO	Grand Lake	Grand	Oct. 1 - Nov. 30	\$ 138	\$ 76
CO	Grand Lake	Grand	Dec. 1 - March 31	\$ 217	\$ 76
CO	Grand Lake	Grand	April 1 - May 31	\$ 114	\$ 76
CO	Grand Lake	Grand	June 1 - Sept. 30	\$ 138	\$ 76
CO	Montrose	Montrose	Oct. 1 - May 31	\$ 99	\$ 56
CO	Montrose	Montrose	June 1 - Aug. 31	\$ 113	\$ 56
CO	Montrose	Montrose	Sept. 1 - Sept. 30	\$ 99	\$ 56
CO	Silverthorne / Breckenridge	Summit	Oct. 1 - Nov. 30	\$ 152	\$ 76
CO	Silverthorne / Breckenridge	Summit	Dec. 1 - March 31	\$ 250	\$ 76
CO	Silverthorne / Breckenridge	Summit	April 1 - May 31	\$ 119	\$ 76
CO	Silverthorne / Breckenridge	Summit	June 1 - Sept. 30	\$ 152	\$ 76
CO	Steamboat Springs	Routt	Oct. 1 - Nov. 30	\$ 115	\$ 76
CO	Steamboat Springs	Routt	Dec. 1 - March 31	\$ 129	\$ 76
CO	Steamboat Springs	Routt	April 1 - May 31	\$ 96	\$ 76
CO	Steamboat Springs	Routt	June 1 - Sept. 30	\$ 115	\$ 76
CO	Telluride	San Miguel	Oct. 1 - Nov. 30	\$ 197	\$ 76
CO	Telluride	San Miguel	Dec. 1 - March 31	\$ 418	\$ 76
CO	Telluride	San Miguel	April 1 - Sept. 30	\$ 197	\$ 76
CO	Vail	Eagle	Oct. 1 - Nov. 30	\$ 179	\$ 76
CO	Vail	Eagle	Dec. 1 - March 31	\$ 397	\$ 76
CO	Vail	Eagle	April 1 - Sept. 30	\$ 179	\$ 76
CT	Bridgeport / Danbury	Fairfield		\$ 125	\$ 66
CT	Cromwell / Old Saybrook	Middlesex		\$ 97	\$ 61
CT	Hartford	Hartford		\$ 132	\$ 61
CT	New Haven	New Haven		\$ 114	\$ 61
CT	New London / Groton	New London		\$ 104	\$ 71
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	Oct. 1 - Oct. 31	\$ 257	\$ 76
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	Nov. 1 - Feb. 28	\$ 188	\$ 76
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	March 1 - June 30	\$ 258	\$ 76
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	July 1 - Aug. 31	\$ 172	\$ 76

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State/Destination	County and/or Other Defined Location	Seasonal Dates	Max Lodging Rate (exc. taxes)	M & IE Rate	
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	Sept. 1 - Sept. 30	\$ 257	\$ 76
DE	Lewes	Sussex	Oct. 1 - April 30	\$ 96	\$ 61
DE	Lewes	Sussex	May 1 - June 30	\$ 138	\$ 61
DE	Lewes	Sussex	July 1 - Aug. 31	\$ 200	\$ 61
DE	Lewes	Sussex	Sept. 1 - Sept. 30	\$ 96	\$ 61
DE	Wilmington	New Castle		\$ 131	\$ 56
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	Oct. 1 - Nov. 30	\$ 121	\$ 61
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	Dec. 1 - April 30	\$ 205	\$ 61
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	May 1 - Sept. 30	\$ 121	\$ 61
FL	Bradenton	Manatee	Oct. 1 - Nov. 30	\$ 96	\$ 56
FL	Bradenton	Manatee	Dec. 1 - Jan. 31	\$ 111	\$ 56
FL	Bradenton	Manatee	Feb. 1 - March 31	\$ 150	\$ 56
FL	Bradenton	Manatee	April 1 - Sept. 30	\$ 96	\$ 56
FL	Cocoa Beach	Brevard	Oct. 1 - Jan. 31	\$ 141	\$ 71
FL	Cocoa Beach	Brevard	Feb. 1 - March 31	\$ 171	\$ 71
FL	Cocoa Beach	Brevard	April 1 - Sept. 30	\$ 141	\$ 71
FL	Daytona Beach	Volusia	Oct. 1 - Jan. 31	\$ 96	\$ 56
FL	Daytona Beach	Volusia	Feb. 1 - March 31	\$ 130	\$ 56
FL	Daytona Beach	Volusia	April 1 - July 31	\$ 114	\$ 56
FL	Daytona Beach	Volusia	Aug. 1 - Sept. 30	\$ 96	\$ 56
FL	Fort Lauderdale	Broward	Oct. 1 - Dec. 31	\$ 151	\$ 66
FL	Fort Lauderdale	Broward	Jan. 1 - April 30	\$ 204	\$ 66
FL	Fort Lauderdale	Broward	May 1 - Sept. 30	\$ 123	\$ 66
FL	Fort Myers	Lee	Oct. 1 - Jan. 31	\$ 117	\$ 61
FL	Fort Myers	Lee	Feb. 1 - March 31	\$ 208	\$ 61
FL	Fort Myers	Lee	April 1 - Sept. 30	\$ 117	\$ 61
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	Oct. 1 - Oct. 31	\$ 142	\$ 66
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	Nov. 1 - Feb. 28	\$ 96	\$ 66
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	March 1 - May 31	\$ 166	\$ 66
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	June 1 - July 31	\$ 238	\$ 66
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	Aug. 1 - Sept. 30	\$ 142	\$ 66
FL	Gulf Breeze	Santa Rosa	Oct. 1 - Feb. 28	\$ 100	\$ 71
FL	Gulf Breeze	Santa Rosa	March 1 - May 31	\$ 129	\$ 71
FL	Gulf Breeze	Santa Rosa	June 1 - July 31	\$ 177	\$ 71
FL	Gulf Breeze	Santa Rosa	Aug. 1 - Sept. 30	\$ 100	\$ 71
FL	Key West	Monroe	Oct. 1 - Nov. 30	\$ 207	\$ 66
FL	Key West	Monroe	Dec. 1 - April 30	\$ 304	\$ 66
FL	Key West	Monroe	May 1 - July 31	\$ 208	\$ 66
FL	Key West	Monroe	Aug. 1 - Sept. 30	\$ 172	\$ 66

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FL	Miami	Miami-Dade	Oct. 1 - Nov. 30	\$ 127	\$ 66
FL	Miami	Miami-Dade	Dec. 1 - March 31	\$ 192	\$ 66
FL	Miami	Miami-Dade	April 1 - May 31	\$ 150	\$ 66
FL	Miami	Miami-Dade	June 1 - Sept. 30	\$ 115	\$ 66
FL	Naples	Collier	Oct. 1 - Nov. 30	\$ 121	\$ 66
FL	Naples	Collier	Dec. 1 - Jan. 31	\$ 194	\$ 66
FL	Naples	Collier	Feb. 1 - April 30	\$ 235	\$ 66
FL	Naples	Collier	May 1 - Sept. 30	\$ 121	\$ 66
FL	Orlando	Orange	Oct. 1 - Dec. 31	\$ 129	\$ 66
FL	Orlando	Orange	Jan. 1 - March 31	\$ 153	\$ 66
FL	Orlando	Orange	April 1 - Sept. 30	\$ 129	\$ 66
FL	Panama City	Bay	Oct. 1 - Feb. 28	\$ 146	\$ 66
FL	Panama City	Bay	March 1 - May 31	\$ 165	\$ 66
FL	Panama City	Bay	June 1 - Sept. 30	\$ 146	\$ 66
FL	Pensacola	Escambia	Oct. 1 - Feb. 28	\$ 109	\$ 61
FL	Pensacola	Escambia	March 1 - May 31	\$ 134	\$ 61
FL	Pensacola	Escambia	June 1 - July 31	\$ 170	\$ 61
FL	Pensacola	Escambia	Aug. 1 - Sept. 30	\$ 109	\$ 61
FL	Punta Gorda	Charlotte	Oct. 1 - Jan. 31	\$ 96	\$ 61
FL	Punta Gorda	Charlotte	Feb. 1 - March 31	\$ 163	\$ 61
FL	Punta Gorda	Charlotte	April 1 - Sept. 30	\$ 96	\$ 61
FL	Sarasota	Sarasota	Oct. 1 - Jan. 31	\$ 103	\$ 61
FL	Sarasota	Sarasota	Feb. 1 - April 30	\$ 154	\$ 61
FL	Sarasota	Sarasota	May 1 - Sept. 30	\$ 103	\$ 61
FL	Sebring	Highlands	Oct. 1 - Jan. 31	\$ 96	\$ 61
FL	Sebring	Highlands	Feb. 1 - March 31	\$ 159	\$ 61
FL	Sebring	Highlands	April 1 - Sept. 30	\$ 96	\$ 61
FL	St. Augustine	St. Johns		\$ 133	\$ 61
FL	Stuart	Martin	Oct. 1 - Jan. 31	\$ 111	\$ 66
FL	Stuart	Martin	Feb. 1 - March 31	\$ 169	\$ 66
FL	Stuart	Martin	April 1 - Sept. 30	\$ 111	\$ 66
FL	Tallahassee	Leon	Oct. 1 - Dec. 31	\$ 111	\$ 61
FL	Tallahassee	Leon	Jan. 1 - March 31	\$ 148	\$ 61
FL	Tallahassee	Leon	April 1 - Sept. 30	\$ 111	\$ 61
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	Oct. 1 - Dec. 31	\$ 124	\$ 61
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	Jan. 1 - April 30	\$ 163	\$ 61
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	May 1 - Sept. 30	\$ 124	\$ 61
FL	Vero Beach	Indian River	Oct. 1 - Nov. 30	\$ 131	\$ 61
FL	Vero Beach	Indian River	Dec. 1 - April 30	\$ 188	\$ 61
FL	Vero Beach	Indian River	May 1 - Sept. 30	\$ 131	\$ 61
GA	Athens	Clarke		\$ 107	\$ 56
GA	Atlanta	Fulton / Dekalb		\$ 163	\$ 66
GA	Augusta	Richmond		\$ 107	\$ 61
GA	Jekyll Island / Brunswick	Glynn	Oct. 1 - Feb. 28	\$ 143	\$ 76
GA	Jekyll Island / Brunswick	Glynn	March 1 - July 31	\$ 190	\$ 76

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State/Destination	County and/or Other Defined Location	Seasonal Dates	Max Lodging Rate (exc. taxes)	M & IE Rate	
GA	Jekyll Island / Brunswick	Glynn	Aug. 1 - Sept. 30	\$ 143	\$ 76
GA	Marietta	Cobb		\$ 121	\$ 61
GA	Savannah	Chatham	Oct. 1 - Feb. 28	\$ 120	\$ 61
GA	Savannah	Chatham	March 1 - April 30	\$ 138	\$ 61
GA	Savannah	Chatham	May 1 - Sept. 30	\$ 120	\$ 61
IA	Dallas	Dallas	Oct. 1 - Dec. 31	\$ 105	\$ 56
IA	Dallas	Dallas	Jan. 1 - Aug. 31	\$ 111	\$ 56
IA	Dallas	Dallas	Sept. 1 - Sept. 30	\$ 105	\$ 56
IA	Des Moines	Polk		\$ 111	\$ 61
ID	Boise	Ada		\$ 147	\$ 71
ID	Coeur d'Alene	Kootenai	Oct. 1 - May 31	\$ 96	\$ 61
ID	Coeur d'Alene	Kootenai	June 1 - Aug. 31	\$ 146	\$ 61
ID	Coeur d'Alene	Kootenai	Sept. 1 - Sept. 30	\$ 96	\$ 61
ID	Sun Valley / Ketchum	Blaine / Elmore	Oct. 1 - May 31	\$ 108	\$ 66
ID	Sun Valley / Ketchum	Blaine / Elmore	June 1 - Sept. 30	\$ 138	\$ 66
IL	Bolingbrook / Romeoville / Lemont	Will		\$ 105	\$ 56
IL	Chicago	Cook / Lake	Oct. 1 - Nov. 30	\$ 218	\$ 76
IL	Chicago	Cook / Lake	Dec. 1 - March 31	\$ 134	\$ 76
IL	Chicago	Cook / Lake	April 1 - June 30	\$ 216	\$ 76
IL	Chicago	Cook / Lake	July 1 - Aug. 31	\$ 187	\$ 76
IL	Chicago	Cook / Lake	Sept. 1 - Sept. 30	\$ 218	\$ 76
IL	East St. Louis / O'Fallon / Fairview Heights	St. Clair		\$ 141	\$ 66
IL	Oak Brook Terrace	DuPage		\$ 114	\$ 61
IN	Bloomington	Monroe	Oct. 1 - April 30	\$ 96	\$ 61
IN	Bloomington	Monroe	May 1 - Aug. 31	\$ 106	\$ 61
IN	Bloomington	Monroe	Sept. 1 - Sept. 30	\$ 96	\$ 61
IN	Ft. Wayne	Allen		\$ 108	\$ 56
IN	Hammond / Munster / Merrillville	Lake		\$ 102	\$ 61
IN	Indianapolis / Carmel	Marion / Hamilton		\$ 127	\$ 56
IN	Lafayette / West Lafayette	Tippecanoe	Oct. 1 - July 31	\$ 100	\$ 56
IN	Lafayette / West Lafayette	Tippecanoe	Aug. 1 - Sept. 30	\$ 118	\$ 56
KS	Kansas City / Overland Park	Wyandotte / Johnson / Leavenworth		\$ 123	\$ 66
KS	Wichita	Sedgwick		\$ 103	\$ 61
KY	Boone	Boone		\$ 114	\$ 56
KY	Kenton	Kenton		\$ 151	\$ 76
KY	Lexington	Fayette		\$ 110	\$ 56
KY	Louisville	Jefferson	Oct. 1 - Oct. 31	\$ 131	\$ 61
KY	Louisville	Jefferson	Nov. 1 - Jan. 31	\$ 113	\$ 61
KY	Louisville	Jefferson	Feb. 1 - May 31	\$ 139	\$ 61
KY	Louisville	Jefferson	June 1 - Sept. 30	\$ 131	\$ 61
LA	Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes		\$ 99	\$ 66

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State/Destination	County and/or Other Defined Location	Seasonal Dates	Max Lodging Rate (exc. taxes)	M & IE Rate
LA Baton Rouge	East Baton Rouge Parish		\$ 99	\$ 61
LA New Orleans	Orleans / Jefferson Parishes	Oct. 1 - Dec. 31	\$ 136	\$ 71
LA New Orleans	Orleans / Jefferson Parishes	Jan. 1 - May 31	\$ 158	\$ 71
LA New Orleans	Orleans / Jefferson Parishes	June 1 - Sept. 30	\$ 136	\$ 71
MA Andover	Essex		\$ 123	\$ 61
MA Boston / Cambridge	Suffolk, city of Cambridge	Oct. 1 - Oct. 31	\$ 309	\$ 71
MA Boston / Cambridge	Suffolk, city of Cambridge	Nov. 1 - Feb. 28	\$ 185	\$ 71
MA Boston / Cambridge	Suffolk, city of Cambridge	March 1 - June 30	\$ 281	\$ 71
MA Boston / Cambridge	Suffolk, city of Cambridge	July 1 - Aug. 31	\$ 264	\$ 71
MA Boston / Cambridge	Suffolk, city of Cambridge	Sept. 1 - Sept. 30	\$ 309	\$ 71
MA Burlington / Woburn	Middlesex less the city of Cambridge	Oct. 1 - Oct. 31	\$ 168	\$ 61
MA Burlington / Woburn	Middlesex less the city of Cambridge	Nov. 1 - April 30	\$ 142	\$ 61
MA Burlington / Woburn	Middlesex less the city of Cambridge	May 1 - Sept. 30	\$ 168	\$ 61
MA Falmouth	City limits of Falmouth	Oct. 1 - April 30	\$ 134	\$ 71
MA Falmouth	City limits of Falmouth	May 1 - June 30	\$ 171	\$ 71
MA Falmouth	City limits of Falmouth	July 1 - Aug. 31	\$ 273	\$ 71
MA Falmouth	City limits of Falmouth	Sept. 1 - Sept. 30	\$ 134	\$ 71
MA Hyannis	Barnstable less the city of Falmouth	Oct. 1 - June 30	\$ 114	\$ 71
MA Hyannis	Barnstable less the city of Falmouth	July 1 - Aug. 31	\$ 197	\$ 71
MA Hyannis	Barnstable less the city of Falmouth	Sept. 1 - Sept. 30	\$ 114	\$ 71
MA Martha's Vineyard	Dukes	Oct. 1 - May 31	\$ 158	\$ 76
MA Martha's Vineyard	Dukes	June 1 - Sept. 30	\$ 340	\$ 76
MA Nantucket	Nantucket	Oct. 1 - May 31	\$ 163	\$ 76
MA Nantucket	Nantucket	June 1 - Sept. 30	\$ 354	\$ 76
MA Northampton	Hampshire		\$ 122	\$ 71
MA Pittsfield	Berkshire	Oct. 1 - May 31	\$ 118	\$ 71
MA Pittsfield	Berkshire	June 1 - Aug. 31	\$ 154	\$ 71
MA Pittsfield	Berkshire	Sept. 1 - Sept. 30	\$ 118	\$ 71
MA Plymouth / Taunton / New Bedford	Plymouth / Bristol		\$ 113	\$ 61
MA Quincy	Norfolk		\$ 150	\$ 66
MA Springfield	Hampden		\$ 115	\$ 56
MA Worcester	Worcester		\$ 125	\$ 61
MD Aberdeen / Bel Air / Belcamp	Harford		\$ 104	\$ 61
MD Annapolis	Anne Arundel	Oct. 1 - Oct. 31	\$ 133	\$ 66
MD Annapolis	Anne Arundel	Nov. 1 - April 30	\$ 106	\$ 66
MD Annapolis	Anne Arundel	May 1 - Sept. 30	\$ 133	\$ 66
MD Baltimore City	Baltimore City	Oct. 1 - Feb. 28	\$ 137	\$ 71
MD Baltimore City	Baltimore City	March 1 - June 30	\$ 151	\$ 71
MD Baltimore City	Baltimore City	July 1 - Sept. 30	\$ 137	\$ 71
MD Baltimore County	Baltimore		\$ 101	\$ 61
MD Cambridge / St. Michaels	Dorchester / Talbot	Oct. 1 - May 31	\$ 121	\$ 61

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State/Destination		County and/or Other Defined Location	Seasonal Dates	Max Lodging Rate (exc. taxes)	M & IE Rate
MD	Cambridge / St. Michaels	Dorchester / Talbot	June 1 - Aug. 31	\$ 161	\$ 61
MD	Cambridge / St. Michaels	Dorchester / Talbot	Sept. 1 - Sept. 30	\$ 121	\$ 61
MD	Centreville	Queen Anne		\$ 119	\$ 71
MD	Columbia	Howard		\$ 106	\$ 66
MD	Frederick	Frederick		\$ 100	\$ 61
MD	Ocean City	Worcester	Oct. 1 - June 30	\$ 106	\$ 66
MD	Ocean City	Worcester	July 1 - Aug. 31	\$ 256	\$ 66
MD	Ocean City	Worcester	Sept. 1 - Sept. 30	\$ 106	\$ 66
ME	Bar Harbor / Rockport	Hancock / Knox	Oct. 1 - Oct. 31	\$ 166	\$ 66
ME	Bar Harbor / Rockport	Hancock / Knox	Nov. 1 - June 30	\$ 124	\$ 66
ME	Bar Harbor / Rockport	Hancock / Knox	July 1 - Aug. 31	\$ 209	\$ 66
ME	Bar Harbor / Rockport	Hancock / Knox	Sept. 1 - Sept. 30	\$ 166	\$ 66
ME	Kennebunk / Kittery / Sanford	York	Oct. 1 - Oct. 31	\$ 131	\$ 76
ME	Kennebunk / Kittery / Sanford	York	Nov. 1 - June 30	\$ 103	\$ 76
ME	Kennebunk / Kittery / Sanford	York	July 1 - Aug. 31	\$ 200	\$ 76
ME	Kennebunk / Kittery / Sanford	York	Sept. 1 - Sept. 30	\$ 131	\$ 76
ME	Portland	Cumberland / Sagadahoc	Oct. 1 - Oct. 31	\$ 149	\$ 61
ME	Portland	Cumberland / Sagadahoc	Nov. 1 - June 30	\$ 110	\$ 61
ME	Portland	Cumberland / Sagadahoc	July 1 - Aug. 31	\$ 176	\$ 61
ME	Portland	Cumberland / Sagadahoc	Sept. 1 - Sept. 30	\$ 149	\$ 61
MI	Ann Arbor	Washtenaw	Oct. 1 - April 30	\$ 118	\$ 61
MI	Ann Arbor	Washtenaw	May 1 - Aug. 31	\$ 134	\$ 61
MI	Ann Arbor	Washtenaw	Sept. 1 - Sept. 30	\$ 118	\$ 61
MI	Detroit	Wayne		\$ 133	\$ 56
MI	East Lansing / Lansing	Ingham / Eaton		\$ 106	\$ 56
MI	Grand Rapids	Kent		\$ 114	\$ 61
MI	Holland	Ottawa	Oct. 1 - April 30	\$ 116	\$ 56
MI	Holland	Ottawa	May 1 - June 30	\$ 122	\$ 56
MI	Holland	Ottawa	July 1 - Sept. 30	\$ 116	\$ 56
MI	Kalamazoo / Battle Creek	Kalamazoo / Calhoun		\$ 104	\$ 56
MI	Mackinac Island	Mackinac	Oct. 1 - June 30	\$ 96	\$ 56
MI	Mackinac Island	Mackinac	July 1 - Aug. 31	\$ 134	\$ 56
MI	Mackinac Island	Mackinac	Sept. 1 - Sept. 30	\$ 96	\$ 56
MI	Midland	Midland		\$ 119	\$ 56
MI	Muskegon	Muskegon	Oct. 1 - May 31	\$ 96	\$ 61
MI	Muskegon	Muskegon	June 1 - Aug. 31	\$ 126	\$ 61
MI	Muskegon	Muskegon	Sept. 1 - Sept. 30	\$ 96	\$ 61
MI	Petoskey	Emmet	Oct. 1 - June 30	\$ 110	\$ 56
MI	Petoskey	Emmet	July 1 - Aug. 31	\$ 203	\$ 56
MI	Petoskey	Emmet	Sept. 1 - Sept. 30	\$ 110	\$ 56
MI	Pontiac / Auburn Hills	Oakland		\$ 117	\$ 56
MI	South Haven	Van Buren	Oct. 1 - May 31	\$ 96	\$ 61

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State/Destination		County and/or Other Defined Location	Seasonal Dates	Max Lodging Rate (exc. taxes)	M & IE Rate
MI	South Haven	Van Buren	June 1 - Aug. 31	\$ 115	\$ 61
MI	South Haven	Van Buren	Sept. 1 - Sept. 30	\$ 96	\$ 61
MI	Traverse City	Grand Traverse	Oct. 1 - June 30	\$ 110	\$ 66
MI	Traverse City	Grand Traverse	July 1 - Aug. 31	\$ 195	\$ 66
MI	Traverse City	Grand Traverse	Sept. 1 - Sept. 30	\$ 110	\$ 66
MN	Duluth	St. Louis	Oct. 1 - Oct. 31	\$ 165	\$ 76
MN	Duluth	St. Louis	Nov. 1 - May 31	\$ 121	\$ 76
MN	Duluth	St. Louis	June 1 - Sept. 30	\$ 165	\$ 76
MN	Eagan / Burnsville / Mendota Heights	Dakota		\$ 100	\$ 71
MN	Minneapolis / St. Paul	Hennepin / Ramsey		\$ 148	\$ 76
MN	Rochester	Olmsted		\$ 133	\$ 61
MO	Kansas City	Jackson / Clay / Cass / Platte		\$ 123	\$ 66
MO	St. Louis	St. Louis / St. Louis City / St. Charles		\$ 141	\$ 66
MS	Oxford	Lafayette		\$ 99	\$ 61
MS	Southaven	Desoto		\$ 109	\$ 56
MS	Starkville	Oktibbeha		\$ 103	\$ 66
MT	Big Sky / West Yellowstone/Gardiner	Gallatin/Park	Oct. 1 - May 31	\$ 124	\$ 61
MT	Big Sky / West Yellowstone/Gardiner	Gallatin/Park	June 1 - Sept. 30	\$ 241	\$ 61
MT	Helena	Lewis and Clark		\$ 103	\$ 66
MT	Kalispell/Whitefish	Flathead	Oct. 1 - June 30	\$ 96	\$ 61
MT	Kalispell/Whitefish	Flathead	July 1 - Aug. 31	\$ 177	\$ 61
MT	Kalispell/Whitefish	Flathead	Sept. 1 - Sept. 30	\$ 96	\$ 61
MT	Missoula	Missoula	Oct. 1 - May 31	\$ 96	\$ 61
MT	Missoula	Missoula	June 1 - Sept. 30	\$ 131	\$ 61
NC	Asheville	Buncombe	Oct. 1 - Dec. 31	\$ 120	\$ 56
NC	Asheville	Buncombe	Jan. 1 - March 31	\$ 97	\$ 56
NC	Asheville	Buncombe	April 1 - Sept. 30	\$ 120	\$ 56
NC	Atlantic Beach / Morehead City	Carteret	Oct. 1 - Feb. 28	\$ 100	\$ 61
NC	Atlantic Beach / Morehead City	Carteret	March 1 - Aug. 31	\$ 132	\$ 61
NC	Atlantic Beach / Morehead City	Carteret	Sept. 1 - Sept. 30	\$ 100	\$ 61
NC	Chapel Hill	Orange		\$ 111	\$ 66
NC	Charlotte	Mecklenburg		\$ 129	\$ 56
NC	Durham	Durham		\$ 115	\$ 61
NC	Fayetteville	Cumberland		\$ 109	\$ 56
NC	Greensboro	Guilford	Oct. 1 - April 30	\$ 112	\$ 56
NC	Greensboro	Guilford	May 1 - Sept. 30	\$ 103	\$ 56
NC	Kill Devil Hills	Dare	Oct. 1 - March 31	\$ 96	\$ 66
NC	Kill Devil Hills	Dare	April 1 - Sept. 30	\$ 151	\$ 66
NC	Raleigh	Wake		\$ 123	\$ 56
NC	Wilmington	New Hanover		\$ 119	\$ 61
NE	Omaha	Douglas		\$ 110	\$ 61
NH	Concord	Merrimack		\$ 111	\$ 66

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State/Destination	County and/or Other Defined Location	Seasonal Dates	Max Lodging Rate (exc. taxes)	M & IE Rate	
NH	Conway	Caroll	Oct. 1 - Feb. 28	\$ 132	\$ 66
NH	Conway	Caroll	March 1 - June 30	\$ 116	\$ 66
NH	Conway	Caroll	July 1 - Aug. 31	\$ 155	\$ 66
NH	Conway	Caroll	Sept. 1 - Sept. 30	\$ 132	\$ 66
NH	Durham	Strafford	Oct. 1 - June 30	\$ 110	\$ 61
NH	Durham	Strafford	July 1 - Aug. 31	\$ 137	\$ 61
NH	Durham	Strafford	Sept. 1 - Sept. 30	\$ 110	\$ 61
NH	Laconia	Belknap	Oct. 1 - Oct. 31	\$ 149	\$ 61
NH	Laconia	Belknap	Nov. 1 - May 31	\$ 122	\$ 61
NH	Laconia	Belknap	June 1 - Sept. 30	\$ 149	\$ 61
NH	Lebanon / Lincoln / West Lebanon	Grafton		\$ 141	\$ 71
NH	Manchester	Hillsborough	Oct. 1 - Feb. 28	\$ 124	\$ 61
NH	Manchester	Hillsborough	March 1 - April 30	\$ 111	\$ 61
NH	Manchester	Hillsborough	May 1 - Sept. 30	\$ 124	\$ 61
NH	Portsmouth	Rockingham	Oct. 1 - Oct. 31	\$ 145	\$ 61
NH	Portsmouth	Rockingham	Nov. 1 - June 30	\$ 115	\$ 61
NH	Portsmouth	Rockingham	July 1 - Aug. 31	\$ 163	\$ 61
NH	Portsmouth	Rockingham	Sept. 1 - Sept. 30	\$ 145	\$ 61
NJ	Cherry Hill / Moorestown	Camden / Burlington		\$ 99	\$ 61
NJ	Eatontown / Freehold	Monmouth		\$ 120	\$ 61
NJ	Edison / Piscataway	Middlesex		\$ 116	\$ 61
NJ	Flemington	Hunterdon		\$ 126	\$ 66
NJ	Newark	Essex / Bergen / Hudson / Passaic		\$ 147	\$ 61
NJ	Parsippany	Morris		\$ 161	\$ 61
NJ	Princeton / Trenton	Mercer		\$ 137	\$ 61
NJ	Somerset	Somerset		\$ 153	\$ 66
NJ	Springfield / Cranford / New Providence	Union		\$ 126	\$ 66
NJ	Toms River	Ocean	Oct. 1 - June 30	\$ 120	\$ 61
NJ	Toms River	Ocean	July 1 - Aug. 31	\$ 165	\$ 61
NJ	Toms River	Ocean	Sept. 1 - Sept. 30	\$ 120	\$ 61
NM	Albuquerque	Bernalillo		\$ 111	\$ 71
NM	Carlsbad	Eddy		\$ 212	\$ 56
NM	Santa Fe	Santa Fe	Oct. 1 - Dec. 31	\$ 133	\$ 61
NM	Santa Fe	Santa Fe	Jan. 1 - Feb. 28	\$ 104	\$ 61
NM	Santa Fe	Santa Fe	March 1 - Sept. 30	\$ 133	\$ 61
NM	Taos	Taos		\$ 103	\$ 66
NV	Incline Village / Reno / Sparks	Washoe	Oct. 1 - June 30	\$ 102	\$ 66
NV	Incline Village / Reno / Sparks	Washoe	July 1 - Aug. 31	\$ 126	\$ 66
NV	Incline Village / Reno / Sparks	Washoe	Sept. 1 - Sept. 30	\$ 102	\$ 66
NV	Las Vegas	Clark		\$ 120	\$ 61
NY	Albany	Albany		\$ 114	\$ 61
NY	Binghamton	Broome		\$ 101	\$ 61
NY	Buffalo	Erie		\$ 106	\$ 66

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NY	Floral Park / Garden City / Great Neck	Nassau	\$ 150	\$ 71
NY	Glens Falls	Warren	Oct. 1 - June 30	\$ 102
NY	Glens Falls	Warren	July 1 - Aug. 31	\$ 168
NY	Glens Falls	Warren	Sept. 1 - Sept. 30	\$ 102
NY	Ithaca	Tompkins	Oct. 1 - Nov. 30	\$ 134
NY	Ithaca	Tompkins	Dec. 1 - Jan. 31	\$ 104
NY	Ithaca	Tompkins	Feb. 1 - Sept. 30	\$ 134
NY	Kingston	Ulster	\$ 113	\$ 66
NY	Lake Placid	Essex	Oct. 1 - Feb. 28	\$ 125
NY	Lake Placid	Essex	March 1 - June 30	\$ 112
NY	Lake Placid	Essex	July 1 - Aug. 31	\$ 182
NY	Lake Placid	Essex	Sept. 1 - Sept. 30	\$ 125
NY	New York City	Bronx / Kings / New York / Queens / Richmond	Oct. 1 - Dec. 31	\$ 286
NY	New York City	Bronx / Kings / New York / Queens / Richmond	Jan. 1 - Feb. 28	\$ 159
NY	New York City	Bronx / Kings / New York / Queens / Richmond	March 1 - June 30	\$ 258
NY	New York City	Bronx / Kings / New York / Queens / Richmond	July 1 - Aug. 31	\$ 220
NY	New York City	Bronx / Kings / New York / Queens / Richmond	Sept. 1 - Sept. 30	\$ 286
NY	Niagara Falls	Niagara	Oct. 1 - May 31	\$ 96
NY	Niagara Falls	Niagara	June 1 - Aug. 31	\$ 115
NY	Niagara Falls	Niagara	Sept. 1 - Sept. 30	\$ 96
NY	Nyack / Palisades	Rockland	\$ 117	\$ 66
NY	Poughkeepsie	Dutchess	\$ 106	\$ 66
NY	Riverhead / Ronkonkoma / Melville	Suffolk	\$ 145	\$ 71
NY	Rochester	Monroe	\$ 114	\$ 61
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	Oct. 1 - June 30	\$ 116
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	July 1 - Aug. 31	\$ 180
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	Sept. 1 - Sept. 30	\$ 116
NY	Syracuse / Oswego	Onondaga / Oswego	\$ 101	\$ 61
NY	Tarrytown / White Plains / New Rochelle	Westchester	\$ 142	\$ 76
NY	Troy	Rensselaer	\$ 108	\$ 61
NY	West Point	Orange	\$ 110	\$ 61
OH	Akron	Summit	\$ 99	\$ 56
OH	Canton	Stark	Oct. 1 - June 30	\$ 96
OH	Canton	Stark	July 1 - Aug. 31	\$ 108
OH	Canton	Stark	Sept. 1 - Sept. 30	\$ 96
OH	Cincinnati	Hamilton / Clermont	\$ 151	\$ 76
OH	Cleveland	Cuyahoga	\$ 137	\$ 66
OH	Columbus	Franklin	\$ 122	\$ 61
OH	Dayton / Fairborn	Greene / Montgomery	\$ 109	\$ 56

Chapter 11—Travel, Transportation, and Relocation

State/Destination	County and/or Other Defined Location	Seasonal Dates	Max Lodging Rate (exc. taxes)	M & IE Rate
OH	Hamilton	Butler / Warren	\$ 117	\$ 56
OH	Mentor	Lake	\$ 105	\$ 56
OH	Sandusky	Erie	Oct. 1 - Feb. 28 \$ 101	\$ 56
OH	Sandusky	Erie	March 1 - Aug. 31 \$ 119	\$ 56
OH	Sandusky	Erie	Sept. 1 - Sept. 30 \$ 101	\$ 56
OH	Wooster	Wayne	\$ 101	\$ 56
OK	Oklahoma City	Oklahoma	\$ 104	\$ 61
OR	Beaverton	Washington	\$ 136	\$ 61
OR	Bend	Deschutes	Oct. 1 - May 31 \$ 115	\$ 61
OR	Bend	Deschutes	June 1 - Aug. 31 \$ 161	\$ 61
OR	Bend	Deschutes	Sept. 1 - Sept. 30 \$ 115	\$ 61
OR	Clackamas	Clackamas	Oct. 1 - May 31 \$ 115	\$ 56
OR	Clackamas	Clackamas	June 1 - Aug. 31 \$ 138	\$ 56
OR	Clackamas	Clackamas	Sept. 1 - Sept. 30 \$ 115	\$ 56
OR	Eugene / Florence	Lane	\$ 108	\$ 61
OR	Lincoln City	Lincoln	Oct. 1 - June 30 \$ 114	\$ 66
OR	Lincoln City	Lincoln	July 1 - Aug. 31 \$ 162	\$ 66
OR	Lincoln City	Lincoln	Sept. 1 - Sept. 30 \$ 114	\$ 66
OR	Portland	Multnomah	Oct. 1 - Oct. 31 \$ 182	\$ 66
OR	Portland	Multnomah	Nov. 1 - May 31 \$ 152	\$ 66
OR	Portland	Multnomah	June 1 - Sept. 30 \$ 182	\$ 66
OR	Seaside	Clatsop	Oct. 1 - June 30 \$ 110	\$ 71
OR	Seaside	Clatsop	July 1 - Aug. 31 \$ 182	\$ 71
OR	Seaside	Clatsop	Sept. 1 - Sept. 30 \$ 110	\$ 71
PA	Allentown / Easton / Bethlehem	Lehigh / Northampton	\$ 109	\$ 61
PA	Bucks	Bucks	Oct. 1 - May 31 \$ 102	\$ 61
PA	Bucks	Bucks	June 1 - July 31 \$ 116	\$ 61
PA	Bucks	Bucks	Aug. 1 - Sept. 30 \$ 102	\$ 61
PA	Chester / Radnor / Essington	Delaware	\$ 119	\$ 56
PA	Erie	Erie	\$ 98	\$ 56
PA	Gettysburg	Adams	Oct. 1 - Oct. 31 \$ 103	\$ 66
PA	Gettysburg	Adams	Nov. 1 - March 31 \$ 96	\$ 66
PA	Gettysburg	Adams	April 1 - Sept. 30 \$ 103	\$ 66
PA	Harrisburg	Dauphin County excluding Hershey	\$ 117	\$ 61
PA	Hershey	Hershey	Oct. 1 - Oct. 31 \$ 128	\$ 71
PA	Hershey	Hershey	Nov. 1 - May 31 \$ 113	\$ 71
PA	Hershey	Hershey	June 1 - Aug. 31 \$ 175	\$ 71
PA	Hershey	Hershey	Sept. 1 - Sept. 30 \$ 128	\$ 71
PA	Lancaster	Lancaster	\$ 107	\$ 61
PA	Malvern / Frazer / Berwyn	Chester	\$ 129	\$ 61
PA	Montgomery	Montgomery	\$ 126	\$ 66
PA	Philadelphia	Philadelphia	Oct. 1 - Nov. 30 \$ 198	\$ 61
PA	Philadelphia	Philadelphia	Dec. 1 - Feb. 28 \$ 149	\$ 61
PA	Philadelphia	Philadelphia	March 1 - June 30 \$ 210	\$ 61

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State/Destination		County and/or Other Defined Location	Seasonal Dates	Max Lodging Rate (exc. taxes)	M & IE Rate
PA	Philadelphia	Philadelphia	July 1 - Aug. 31	\$ 166	\$ 61
PA	Philadelphia	Philadelphia	Sept. 1 - Sept. 30	\$ 198	\$ 61
PA	Pittsburgh	Allegheny		\$ 124	\$ 56
PA	Reading	Berks		\$ 111	\$ 61
PA	State College	Centre		\$ 100	\$ 61
RI	East Greenwich / Warwick	Kent		\$ 106	\$ 61
RI	Jamestown / Middletown / Newport	Newport	Oct. 1 - Oct. 31	\$ 179	\$ 66
RI	Jamestown / Middletown / Newport	Newport	Nov. 1 - May 31	\$ 117	\$ 66
RI	Jamestown / Middletown / Newport	Newport	June 1 - Aug. 31	\$ 220	\$ 66
RI	Jamestown / Middletown / Newport	Newport	Sept. 1 - Sept. 30	\$ 179	\$ 66
RI	Providence / Bristol	Providence / Bristol		\$ 155	\$ 61
SC	Charleston	Charleston / Berkeley / Dorchester	Oct. 1 - Nov. 30	\$ 189	\$ 71
SC	Charleston	Charleston / Berkeley / Dorchester	Dec. 1 - Feb. 28	\$ 162	\$ 71
SC	Charleston	Charleston / Berkeley / Dorchester	March 1 - May 31	\$ 228	\$ 71
SC	Charleston	Charleston / Berkeley / Dorchester	June 1 - Sept. 30	\$ 189	\$ 71
SC	Columbia	Richland / Lexington		\$ 112	\$ 61
SC	Hilton Head	Beaufort	Oct. 1 - March 31	\$ 115	\$ 61
SC	Hilton Head	Beaufort	April 1 - May 31	\$ 161	\$ 61
SC	Hilton Head	Beaufort	June 1 - Aug. 31	\$ 182	\$ 61
SC	Hilton Head	Beaufort	Sept. 1 - Sept. 30	\$ 115	\$ 61
SC	Myrtle Beach	Horry	Oct. 1 - March 31	\$ 96	\$ 61
SC	Myrtle Beach	Horry	April 1 - May 31	\$ 115	\$ 61
SC	Myrtle Beach	Horry	June 1 - Aug. 31	\$ 167	\$ 61
SC	Myrtle Beach	Horry	Sept. 1 - Sept. 30	\$ 96	\$ 61
SD	Deadwood / Spearfish	Lawrence	Oct. 1 - May 31	\$ 96	\$ 61
SD	Deadwood / Spearfish	Lawrence	June 1 - Sept. 30	\$ 128	\$ 61
SD	Hot Springs	Fall River / Custer	Oct. 1 - May 31	\$ 96	\$ 71
SD	Hot Springs	Fall River / Custer	June 1 - Sept. 30	\$ 123	\$ 71
SD	Rapid City	Pennington	Oct. 1 - May 31	\$ 96	\$ 61
SD	Rapid City	Pennington	June 1 - Aug. 31	\$ 133	\$ 61
SD	Rapid City	Pennington	Sept. 1 - Sept. 30	\$ 96	\$ 61
TN	Brentwood / Franklin	Williamson		\$ 125	\$ 61
TN	Chattanooga	Hamilton		\$ 109	\$ 61
TN	Knoxville	Knox		\$ 102	\$ 56
TN	Memphis	Shelby		\$ 123	\$ 61
TN	Nashville	Davidson	Oct. 1 - Nov. 30	\$ 234	\$ 61
TN	Nashville	Davidson	Dec. 1 - Jan. 31	\$ 187	\$ 61
TN	Nashville	Davidson	Feb. 1 - June 30	\$ 230	\$ 61
TN	Nashville	Davidson	July 1 - Aug. 31	\$ 207	\$ 61

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State/Destination	County and/or Other Defined Location	Seasonal Dates	Max Lodging Rate (exc. taxes)	M & IE Rate
TN Nashville	Davidson	Sept. 1 - Sept. 30	\$ 234	\$ 61
TX Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine		\$ 167	\$ 61
TX Austin	Travis	Oct. 1 - Oct. 31	\$ 158	\$ 61
TX Austin	Travis	Nov. 1 - Jan. 31	\$ 140	\$ 61
TX Austin	Travis	Feb. 1 - June 30	\$ 161	\$ 61
TX Austin	Travis	July 1 - Aug. 31	\$ 131	\$ 61
TX Austin	Travis	Sept. 1 - Sept. 30	\$ 158	\$ 61
TX Big Spring	Howard		\$ 136	\$ 61
TX Corpus Christi	Nueces		\$ 103	\$ 56
TX Dallas	Dallas	Oct. 1 - Nov. 30	\$ 161	\$ 66
TX Dallas	Dallas	Dec. 1 - Aug. 31	\$ 154	\$ 66
TX Dallas	Dallas	Sept. 1 - Sept. 30	\$ 161	\$ 66
TX El Paso	El Paso		\$ 98	\$ 61
TX Galveston	Galveston	Oct. 1 - May 31	\$ 99	\$ 61
TX Galveston	Galveston	June 1 - July 31	\$ 132	\$ 61
TX Galveston	Galveston	Aug. 1 - Sept. 30	\$ 99	\$ 61
TX Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris		\$ 122	\$ 61
TX Midland / Odessa	Midland / Andrews / Ector / Martin		\$ 183	\$ 61
TX Pecos	Reeves		\$ 134	\$ 66
TX Plano	Collin		\$ 122	\$ 56
TX Round Rock	Williamson		\$ 102	\$ 56
TX San Antonio	Bexar		\$ 124	\$ 61
TX South Padre Island	Cameron	Oct. 1 - Feb. 28	\$ 96	\$ 56
TX South Padre Island	Cameron	March 1 - July 31	\$ 105	\$ 56
TX South Padre Island	Cameron	Aug. 1 - Sept. 30	\$ 96	\$ 56
TX Waco	McLennan	Oct. 1 - Feb. 28	\$ 107	\$ 56
TX Waco	McLennan	March 1 - April 30	\$ 123	\$ 56
TX Waco	McLennan	May 1 - Sept. 30	\$ 107	\$ 56
UT Moab	Grand	Oct. 1 - Oct. 31	\$ 167	\$ 71
UT Moab	Grand	Nov. 1 - Feb. 28	\$ 96	\$ 71
UT Moab	Grand	March 1 - Sept. 30	\$ 167	\$ 71
UT Park City	Summit	Oct. 1 - Nov. 30	\$ 147	\$ 76
UT Park City	Summit	Dec. 1 - March 31	\$ 279	\$ 76
UT Park City	Summit	April 1 - Sept. 30	\$ 147	\$ 76
UT Provo	Utah		\$ 98	\$ 56
UT Salt Lake City	Salt Lake / Tooele		\$ 128	\$ 56
VA Blacksburg	Montgomery	Oct. 1 - Oct. 31	\$ 123	\$ 56
VA Blacksburg	Montgomery	Nov. 1 - June 30	\$ 105	\$ 56
VA Blacksburg	Montgomery	July 1 - Sept. 30	\$ 123	\$ 56
VA Charlottesville	City of Charlottesville / Albemarle		\$ 126	\$ 71
VA Loudoun	Loudoun		\$ 116	\$ 61
VA Lynchburg	Campbell / Lynchburg City		\$ 104	\$ 61
VA Richmond	City of Richmond		\$ 145	\$ 66
VA Roanoke	City limits of Roanoke		\$ 122	\$ 61
VA Virginia Beach	City of Virginia Beach	Oct. 1 - May 31	\$ 106	\$ 61

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State/Destination	County and/or Other Defined Location	Seasonal Dates	Max Lodging Rate (exc. taxes)	M & IE Rate	
VA	Virginia Beach	City of Virginia Beach	June 1 - Aug. 31	\$ 186	\$ 61
VA	Virginia Beach	City of Virginia Beach	Sept. 1 - Sept. 30	\$ 106	\$ 61
VA	Wallops Island	Accomack	Oct. 1 - June 30	\$ 112	\$ 61
VA	Wallops Island	Accomack	July 1 - Aug. 31	\$ 207	\$ 61
VA	Wallops Island	Accomack	Sept. 1 - Sept. 30	\$ 112	\$ 61
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	Oct. 1 - Dec. 31	\$ 102	\$ 61
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	Jan. 1 - March 31	\$ 96	\$ 61
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	April 1 - Aug. 31	\$ 118	\$ 61
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	Sept. 1 - Sept. 30	\$ 102	\$ 61
VT	Burlington	Chittenden	Oct. 1 - Oct. 31	\$ 146	\$ 71
VT	Burlington	Chittenden	Nov. 1 - May 31	\$ 111	\$ 71
VT	Burlington	Chittenden	June 1 - Sept. 30	\$ 146	\$ 71
VT	Manchester	Bennington	Oct. 1 - Oct. 31	\$ 124	\$ 76
VT	Manchester	Bennington	Nov. 1 - July 31	\$ 107	\$ 76
VT	Manchester	Bennington	Aug. 1 - Sept. 30	\$ 124	\$ 76
VT	Montpelier	Washington	Oct. 1 - Oct. 31	\$ 149	\$ 66
VT	Montpelier	Washington	Nov. 1 - July 31	\$ 127	\$ 66
VT	Montpelier	Washington	Aug. 1 - Sept. 30	\$ 149	\$ 66
VT	Stowe	Lamoille	Oct. 1 - Nov. 30	\$ 146	\$ 76
VT	Stowe	Lamoille	Dec. 1 - Feb. 28	\$ 154	\$ 76
VT	Stowe	Lamoille	March 1 - Sept. 30	\$ 146	\$ 76
VT	White River Junction	Windsor	Oct. 1 - Oct. 31	\$ 112	\$ 71
VT	White River Junction	Windsor	Nov. 1 - May 31	\$ 98	\$ 71
VT	White River Junction	Windsor	June 1 - Sept. 30	\$ 112	\$ 71
WA	Everett / Lynnwood	Snohomish	Oct. 1 - May 31	\$ 116	\$ 66
WA	Everett / Lynnwood	Snohomish	June 1 - Aug. 31	\$ 139	\$ 66
WA	Everett / Lynnwood	Snohomish	Sept. 1 - Sept. 30	\$ 116	\$ 66
WA	Ocean Shores	Grays Harbor	Oct. 1 - June 30	\$ 111	\$ 66
WA	Ocean Shores	Grays Harbor	July 1 - Aug. 31	\$ 137	\$ 66
WA	Ocean Shores	Grays Harbor	Sept. 1 - Sept. 30	\$ 111	\$ 66
WA	Olympia / Tumwater	Thurston	Oct. 1 - Oct. 31	\$ 112	\$ 66
WA	Olympia / Tumwater	Thurston	Nov. 1 - Aug. 31	\$ 133	\$ 66
WA	Olympia / Tumwater	Thurston	Sept. 1 - Sept. 30	\$ 112	\$ 66
WA	Port Angeles / Port Townsend	Clallam / Jefferson	Oct. 1 - June 30	\$ 104	\$ 76
WA	Port Angeles / Port Townsend	Clallam / Jefferson	July 1 - Aug. 31	\$ 161	\$ 76
WA	Port Angeles / Port Townsend	Clallam / Jefferson	Sept. 1 - Sept. 30	\$ 104	\$ 76
WA	Richland / Pasco	Benton / Franklin		\$ 105	\$ 66
WA	Seattle	King	Oct. 1 - Oct. 31	\$ 232	\$ 76
WA	Seattle	King	Nov. 1 - April 30	\$ 176	\$ 76
WA	Seattle	King	May 1 - Sept. 30	\$ 232	\$ 76
WA	Spokane	Spokane		\$ 114	\$ 61
WA	Tacoma	Pierce		\$ 126	\$ 71

Chapter 11—Travel, Transportation, and Relocation

State/Destination	County and/or Other Defined Location	Seasonal Dates	Max Lodging Rate (exc. taxes)	M & IE Rate
WA Vancouver	Clark / Cowlitz / Skamania	Oct. 1 - Oct. 31	\$ 182	\$ 66
WA Vancouver	Clark / Cowlitz / Skamania	Nov. 1 - May 31	\$ 152	\$ 66
WA Vancouver	Clark / Cowlitz / Skamania	June 1 - Sept. 30	\$ 182	\$ 66
WI Appleton	Outagamie		\$ 103	\$ 61
WI Brookfield / Racine	Waukesha / Racine		\$ 103	\$ 56
WI Madison	Dane	Oct. 1 - Oct. 31	\$ 131	\$ 61
WI Madison	Dane	Nov. 1 - March 31	\$ 109	\$ 61
WI Madison	Dane	April 1 - Sept. 30	\$ 131	\$ 61
WI Milwaukee	Milwaukee	Oct. 1 - May 31	\$ 128	\$ 66
WI Milwaukee	Milwaukee	June 1 - July 31	\$ 149	\$ 66
WI Milwaukee	Milwaukee	Aug. 1 - Sept. 30	\$ 128	\$ 66
WI Sturgeon Bay	Door	Oct. 1 - Oct. 31	\$ 102	\$ 61
WI Sturgeon Bay	Door	Nov. 1 - May 31	\$ 96	\$ 61
WI Sturgeon Bay	Door	June 1 - Sept. 30	\$ 102	\$ 61
WI Wisconsin Dells	Columbia	Oct. 1 - May 31	\$ 104	\$ 61
WI Wisconsin Dells	Columbia	June 1 - Aug. 31	\$ 132	\$ 61
WI Wisconsin Dells	Columbia	Sept. 1 - Sept. 30	\$ 104	\$ 61
WV Charleston	Kanawha		\$ 109	\$ 56
WV Morgantown	Monongalia		\$ 99	\$ 56
WY Cody	Park	Oct. 1 - May 31	\$ 131	\$ 71
WY Cody	Park	June 1 - Sept. 30	\$ 210	\$ 71
WY Jackson / Pinedale	Teton / Sublette	Oct. 1 - May 31	\$ 151	\$ 76
WY Jackson / Pinedale	Teton / Sublette	June 1 - Sept. 30	\$ 298	\$ 76
WY Rock Springs	Sweetwater		\$ 98	\$ 61