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Part III

General Services Administration

41 CFR Part 300–3 et al.

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

GENERAL SERVICES ADMINISTRATION

41 CFR Parts 300–3, 301–11, and 301–12

[FTR Amendment 75—1998 Edition]

RIN 3090–AG86

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

AGENCY: Office of Governmentwide Policy, GSA.

ACTION: Final rule.

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

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

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

SUPPLEMENTARY INFORMATION:

A. Background

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

What are the significant changes?

The significant changes are that this rule:

(a) Extracts taxes from lodging rates;

(b) Allows payment of actual costs for lodging taxes as a miscellaneous expense;

(c) Adds additional seasons (up to four) where appropriate;

(d) Provides for more than one per diem rate within a county, where needed;

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

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

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

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

(i) Adds new per diem localities; and

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

B. Executive Order 12866

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

C. Regulatory Flexibility Act

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

D. Paperwork Reduction Act

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

E. Small Business Reform Act

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

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

Government employees, Travel and transportation expenses.

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

PART 300–3—GLOSSARY OF TERMS

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

Authority: 5 U.S.C. 5707; 5 U.S.C. 5738; 5 U.S.C. 5741–5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; 40 U.S.C. 486(c); 49 U.S.C. 40118; E.O. 11609, 3 CFR, 1971–1975 Comp., p. 586.

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

§ 300–3.1 What do the following terms mean?

* * * * *

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

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

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

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

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

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

* * * * *

PART 301–11—PER DIEM EXPENSES

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

Authority: 5 U.S.C. 5707.

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

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

* * * * *

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

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

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

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

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

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

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

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

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

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

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

PART 301–12—MISCELLANEOUS EXPENSES

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

Authority: 5 U.S.C. 5707.

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

§ 301–12.1 What miscellaneous expenses are reimbursable?

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

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

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

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

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

The maximum rates listed below are prescribed under part 301–11 of this chapter for reimbursement of per diem expenses incurred during official travel within CONUS (the continental United States). The amount shown in column (a) is the maximum that will be reimbursed for lodging expenses excluding taxes. The M&IE rate shown in column (b) is a fixed amount allowed for meals and incidental expenses covered by per diem. The per diem payment calculated in accordance with part 301–11 of this chapter for lodging expenses plus the M&IE rate may not exceed the maximum per diem rate shown in column (c). Seasonal rates apply during the periods indicated.

It is the policy of the Government, as reflected in the Hotel Motel Fire Safety Act of 1990 (Pub. L. No. 101–391, September 25, 1990 as amended by Pub. L. No. 105–85, November 18, 1997), referred to as ''the Act'' in this paragraph, to save lives and protect property by promoting fire safety in hotels, motels, and all places of public accommodation affecting commerce. In furtherance of the Act's goals, employees are encouraged to stay in a facility which is fire-safe, i.e., an approved accommodation, when commercial lodging is required. Lodgings that meet the Government requirements are listed on the U.S. Fire Administration's Internet site at *http://www.usfa.fema.gov/hotel/index.htm*.

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

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

- Many previously combined locations are now shown separately with different rates (e.g., Alexandria, Arlington, Montgomery County, Prince Georges County, Fairfax County, and Loudoun County, are now listed separately from Washington, DC).
- There is one new M&IE tier: $46.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Per diem locality: Key city 1	County and/or other defined location 2,3	Maximum lodging amount **(room rate only-no taxes)** (a)	+ M&IE rate (b)	= Maximum per diem rate 4 (c)
(June 1-October 31)	(also Hampton, Newport News, York County, Naval Weapons Station, Yorktown)*	91	38	129
(November 1-May 31)		59	38	97
Wintergreen	Nelson			
(June 1-October 31)		110	46	156
(November 1-May 31)		95	46	141
Woodbridge	City limits of Woodbridge	67	38	105
*Denotes independent cities.				
WASHINGTON				
Anacortes	Skagit	74	38	112
Bellingham	Whatcom	50	34	84
Bremerton	Kitsap	61	34	95
Everett	Snohomish (except Lynnwood)	59	38	97
Friday Harbor	San Juan			
(June1-September 30)		82	42	124
(October 1-May 31)		59	42	101
Island County	Island County	84	34	118
Lynnwood	City limits of Lynnwood (see Snohomish County)	79	34	113
Ocean Shores	Grays Harbor			
(April 1-September 30)		82	38	120
(October 1-March 31)		72	38	110
Olympia/Tumwater	Thurston	58	38	96
Port Angeles	Clallam			
(June 1-September 30)		65	38	103
(October 1-May 31)		54	38	92
Port Townsend	Jefferson	65	34	99
Seattle	King	104	46	150
Sequim	Clallam			
(May 1-September 30)		59	34	93
(October 1-April 30)		50	34	84
Spokane	Spokane	61	38	99
Tacoma	Pierce	54	38	92
Vancouver	Clark	55	38	93

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

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

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

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

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

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

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

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

Dated: November 27, 1998.

David J. Barram,

Administrator of General Services.

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