

Per Diem Reporting Procedures and Responsibilities

A. **Purpose.**

This guidance details the Department of Defense's (DoD) procedures for establishing or revising per diem rates in non-foreign locations outside the continental United States (OCONUS) and coordinating with General Services Administration (GSA) and Department of State (DoS) on CONUS and foreign per diem rates.

B. **Authority.**

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

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

1. **Responsibilities.** The DTMO collects and analyzes hotel and restaurant data to set per diem rates for non-foreign locations OCONUS.

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

D. **Out-of-Cycle (OOC) Rate Review.**

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

E. **Submission Process for OOC Rate.**

Military Advisory Panel (MAP) or Civilian Advisory Panel (CAP) members, DoS Office of Allowances, GSA Office of Government-Wide Policy, or an appropriate Federal Agency Travel Manager may request a rate review. Responsible Agencies should email non-foreign OCONUS rate review requests to dodhra.mc-alex.dtmo.mbx.per-diem@mail.mil.

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

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

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

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

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

a. Uniformed Services. Local commanders must forward all rate review requests to the Service’s Military Advisory Panel (MAP) member before submission to the DTMO PRB for review. The MAP member’s contact information is found at <https://www.travel.dod.mil/About/Contact-Us/MAP-CAP-Representatives/>.

b. DoD Civilian Employees. DoD component heads must forward all rate review requests to the appropriate Civilian Advisory Panel (CAP) member before submission to the DTMO PRB for review. The CAP member’s contact information is found at <https://www.travel.dod.mil/About/Contact-Us/MAP-CAP-Representatives/>.

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

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

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

F. Per Diem Rate Review Schedule and Locations.

Lodging rate reviews occur annually and M&IE rate reviews occur triennially. The rate review schedule for non-foreign locations OCONUS is listed in the following table:

Table 1: Non-Foreign OCONUS Reporting Locations

Location	Lodging Review	Triennial M&IE Review	Per Diem Rate Publication
Alaska:			
Adak	October	August 2025	January
Anchorage	October	August 2025	January
Barrow	October	August 2025	January
Bethel	October	August 2025	January
Bettles	October	August 2025	January
Cold Bay	October	August 2025	January
Coldfoot	October	August 2025	January
Copper Center	October	August 2025	January
Cordova	October	August 2025	January

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Delta Junction	October	August 2025	January
Dillingham	October	August 2025	January
Dutch Harbor – Unalaska	October	August 2025	January
Eareckson Air Station	October	August 2025	January
Elfin Cove	October	August 2025	January
Fairbanks	October	August 2025	January
Gambell	October	August 2025	January
Haines	October	August 2025	January
Healy	October	August 2025	January
Homer	October	August 2025	January
Juneau	October	August 2025	January
Kaktovik	October	August 2025	January
Kavik Camp	October	August 2025	January
Kenai-Soldotna	October	August 2025	January
Kennicott	October	August 2025	January
Ketchikan	October	August 2025	January
King Salmon	October	August 2025	January
Kodiak	October	August 2025	January
Kotzebue	October	August 2025	January
McGrath	October	August 2025	January
Nome	October	August 2025	January
Nuiqsut	October	August 2025	January
Palmer	October	August 2025	January
Petersburg	October	August 2025	January

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Point Hope	October	August 2025	January
Port Alexander	October	August 2025	January
Port Alsworth	October	August 2025	January
Prudhoe Bay	October	August 2025	January
Seward	October	August 2025	January
Sitka-Mt. Edgecumbe	October	August 2025	January
Slana	October	August 2025	January
St. George	October	August 2025	January
Talkeetna	October	August 2025	January
Tok	October	August 2025	January
Valdez	October	August 2025	January
Wainwright	October	August 2025	January
Wasilla	October	August 2025	January
Yakutat	October	August 2025	January
American Samoa	November	November 2025	February
Hawaii:			
Isle of Hawaii: Hilo	November	November 2024	February
Isle of Hawaii: Other	November	November 2024	February
Isle of Kauai	November	November 2024	February
Isle of Lanai	November	November 2024	February
Isle of Maui	November	November 2024	February
Isle of Molokai	November	November 2024	February
Isle of Oahu	November	November 2024	February
Midway Islands	October (Contract Location)	October 2025	January (Contract Location)

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Guam	November	November 2025	February
Northern Mariana Islands:			
Rota	November	November 2025	February
Saipan	November	November 2025	February
Tinian	November	November 2025	February
Wake Island	October (Contract Location)	October 2025	January (Contract Location)
Puerto Rico:			
Aguadilla	January	January 2024	April
Culebra	January	January 2024	April
Fajardo	January	January 2024	April
Mayaguez	January	January 2024	April
Ponce	January	January 2024	April
Rio Grande	January	January 2024	April
San Juan	January	January 2024	April
Vieques	January	January 2024	April
Virgin Islands:			
St. Croix	June	June 2023	October
St. John	June	June 2023	October
St. Thomas	June	June 2023	October