

August 14, 2015

FEDERAL TRAVEL REGULATION
GSA Per Diem Bulletin FTR 16-01

TO: Heads of Federal Agencies

SUBJECT: Fiscal Year 2016 Maximum Per Diem Reimbursement Rates

1. What is the purpose of this bulletin? The General Services Administration's (GSA) Fiscal Year (FY) 2016 per diem review has resulted in lodging and meal allowance changes for certain locations within the Continental United States (CONUS) to provide for reimbursement of Federal employees' expenses covered by per diem.

This Per Diem Bulletin updates the maximum per diem rates in existing per diem localities, and adds two new non-standard areas (NSAs): Grand Lake, CO (Grand County) and Pecos, TX (Reeves County). The Belle Mead, NJ NSA has been renamed Somerset, which more accurately recognizes the major city in the county.

The Government-wide Travel Advisory Committee (GTAC) recommended that GSA review the standard CONUS lodging rate annually instead of every three years, and GSA has accepted that recommendation, starting for FY 2016 rates. The standard CONUS lodging rate will increase to \$89 from \$83.

The meals and incidental expense (M&IE) rate tiers were revised for the first time since FY 2010. The standard CONUS M&IE rate is now based on the Consumer Price Index (CPI) Food away from home measure and will be \$51 for FY 2016. The M&IE rates for the NSAs continue to be based on survey data from local restaurants in their respective areas and now range from \$54-\$74.

2. What is the background of this bulletin? This bulletin, once published on the GSA website, affects a revision of the per diem rates prescribed by GSA's Office of Government-wide Policy (OGP) for CONUS. Notices published periodically in the Federal Register now constitute the only notification of revisions in CONUS per diem rates to agencies other than the changes posted on the GSA website. Per diem rates are published at www.gsa.gov/perdiem as a Federal Travel Regulation (FTR) GSA Per Diem Bulletin.

3. Can agencies authorize actual expense reimbursement if their travelers cannot find rooms at the per diem rates? If per diem rates are insufficient to meet expenses, the FTR permits actual expense reimbursement, pursuant to FTR §§ 301-11.300 through 301-11.306.

4. Since the M&IE rate tiers have changed, what amounts do I use if I need to break down meals if they have already been provided by the government, as directed by FTR § 301-11.18?

The updated table, which is also available at www.gsa.gov/mie, is as follows:

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

5. What is the effective date of this bulletin? This bulletin is effective upon the date of publication, and applies to travel performed on or after October 1, 2015 through September 30, 2016.

6. Whom should I contact for further information? For clarification of content, contact Ms. Jill Denning, OGP, Office of Asset and Transportation Management, at (202) 208-7642 or by e-mail at travelpolicy@gsa.gov. Please cite GSA Per Diem Bulletin FTR 16-01.

By delegation of the Administrator of General Services,



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