GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

August 25, 2010

FEDERAL TRAVEL REGULATION
GSA Per Diem Bulletin FTR 11-01

TO: Heads of Federal Agencies

SUBJECT: Fiscal Year 2011 Maximum Per Diem Reimbursement Rates

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

This Per Diem Bulletin updates the maximum per diem rates in standard CONUS areas and in existing per diem localities, and adds five new non-standard areas (NSAs): West Des Moines, Iowa (Dallas County); Queen Anne's County, Maryland; Moab, Utah (Grand County); Richland, Washington (Benton County); and Berkeley County, West Virginia.

2. What is the background of this bulletin? This bulletin, once published on the GSA website, places into effect a revision of the per diem rates prescribed by GSA's Office of Governmentwide 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 an FTR 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. 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, 2010 through September 30, 2011.

5. Whom should I call for further information? For clarification of content, contact Ms. Jill Denning, OGP, Office of Travel, Transportation, and Asset Management, at (202) 208-7642 or by e-mail at travelpolicy@gsa.gov. Please cite FTR Per Diem Bulletin 11-01.

By delegation of the Administrator of General Services,

Kathleen M. Turco
Associate Administrator for
Governmentwide Policy

Attachment