

United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
NATIONAL BUSINESS CENTER  
Denver, Colorado 80225-0047

In Reply Refer To:  
1382.5 (BC-630)

April 1, 1997

Information Bulletin No. BC-97-032

To: All WO and Field Officials  
From: Liaison, National Business Center  
Subject: Per Diem Payment Policy Within 50 Miles of the  
Employee's Duty Station or Residence

This bulletin restates the Bureau's per diem payment policy within 50 miles of an employee's official duty station or residence.

Per diem will not be approved or paid for travel within 30 miles of the employee's official duty station or place of residence. Per diem for travel more than 30 miles, but less than 50 miles may be approved and paid only if the travel is for a conference and the employee is in an authorized travel status and incurs costs that generate an entitlement to reimbursement, i.e., meals or lodging. An exception to the 50 mile limitation may be approved if the travel involves unusual or uncontrollable factors, such that requiring an employee to return to their duty station or residence would create an undue hardship.

Exceptions to the 50 mile limitation must be approved by the State Director. A memorandum fully documenting the unusual circumstances should be prepared and approved by the State Director prior to beginning the travel. A copy of each approved exception will be sent to the DOI Office of Financial Management, as well as attached to the travel claim.

If there are any questions on this subject, please call the National Business Center (NBC) Vickie Smith at (303) 236-6276 or the Travel Team at (303) 236-6589.

Signed: Roy E. Morris  
Liaison, NBC

Authenticated: Babette Larson  
Staff Assistant

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