

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL BUSINESS CENTER  
Denver, Colorado 80225-0047

In Reply Refer To:  
1382 (BC-630) P

June 18, 1997

Instruction Memorandum No. BC-97-015, Change 2  
Expires: 9/30/98

To: All Washington Office and Field Officials

From: Liaison, National Business Center

Subject: Reduced Per Diem for Temporary Duty and Training Travel for Periods of More Than 30 Days

Temporary duty or training travel in one location for more than 30 consecutive days, will have the per diem rate reduced to 55 percent of the full per diem rate (lodging plus M&IE) specified in the Federal Travel Regulations. The reduced per diem rate is applicable on the 31st day of continuous travel. Under unusual situations a different rate may be justified. The reduced rate may be increased or decreased depending on the conditions and necessary cost that must be incurred by the traveler. The reduced rate should be established based on cost data provided. The justification for a different rate must be approved by the State Director and attached to the travel voucher. A flat per diem rate MAY NOT be established to provide:

- a lodging allowance for staying with friends and/or relatives, or for lodging at his or her abode; or
- a full M&IE allowance because lodging is obtained with friends or relatives; a reduction should be made to the locality M&IE allowance; or
- a payment that will, based on the data available, knowingly allow the employee to receive more than the full M&IE allowance; or
- the full locality per diem rate; or
- a payment sufficient to cover periods where per diem is lost due to annual leave; or
- a payment sufficient to cover expenses of family members.

If there are any questions on this subject, please call the National Business Center: Vickie Smith (303)236-6276; Russ Todaro, (303) 236-6589; Janel Hunley, 236-6609; or local offices (WO) call Sharon Michels, (202) 452-5149.

Signed By:  
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Acting Liaison, NBC

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