

55% Contingency Flat Rate Per Diem FAQs

Question

Answer

What is the contingency flat rate per diem?	The standard contingency flat rate per diem, authorized under U4105-I of the JFTR, is 55% of the daily locality per diem rate for lodging, meals, and incidental expenses rounded to the nearest whole dollar amount.
Who is subject to the contingency flat rate per diem?	Reservists serving on voluntary active duty for operational support (ADOS) in support of designated contingency operations (e.g., Contingency ADOS) in the same CONUS location for more than 180 days are subject to the contingency flat rate per diem (e.g., 55% per diem).
Does that flat rate per diem apply for Contingency ADOS at OCONUS locations?	No. The contingency flat rate per diem (55% of standard daily location rate for lodging, meals, and incidental expenses) only applies to long-term Contingency ADOS at CONUS locations. Contingency ADOS in OCONUS location is authorized full daily locality per diem rate until 30 September 2013.
Does the flat rate per diem apply to involuntary "Title 10" (under 10 USC 12302) or just Contingency ADOS (under 10 USC 12301(d))?	The contingency flat rate per diem (55% of standard daily location rate for lodging, meals, and incidental expenses) only applies to long-term Contingency ADOS. Involuntary duty types (i.e., 10 USC 12302, 10 USC 12304, 14 USC 712) are not included in this policy.
Will BAH for the residence continue, in addition to the flat rate per diem reimbursement?	Yes. BAH will continue for the identified place last entered active duty (PLEAD or residence where the reservist was called to active duty) in addition to the flat rate per diem.
If orders were executed beginning prior to 1 October 2012 (e.g., Contingency ADOS is for 1 March 2012 through 28 February 2013), does the flat rate per diem apply?	No. Flat rate per diem only apply to Contingency ADOS orders executed between 1 October 2012 and 30 September 2013.
If orders were issued back in August of 2012 for active duty beginning on 1 October 2012, does the flat rate per diem apply?	Yes. Flat rate per diem applies to all Contingency ADOS orders executed between 1 October 2012 and 30 September 2013, regardless of the date of issue. Affected orders should be issued, or amended, to include the following order note: "IAW the JFTR, Par. U4105-I, MBR is authorized the Contingency Operational Flat-Rate Per Diem rate in the amount of 55% of the locality per diem rate (lodging and M&IE). MBR must incur an actual lodging expense to be entitled to the lodging portion of the Contingency Operation Flat-Rate Per Diem rate. A MBR who lodges at a relative's or friend's residence is only authorized 55% of the M&IE portion of the Contingency Operation Flat-Rate Per Diem rate."

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If the lease is less than the 55% flat rate, will the actual lodging expense be reimbursed, or 55% of the daily lodging locality rate?	As long as eligibility for any lodging reimbursement is documented, the claim will be reimbursed at 55% of the daily lodging locality rate.
Can a member purchase a mobile home or other property at the TDY location, and apply the Flat Rate 55% toward the monthly payments on the loan?	No. Expenses for purchased property and utilities are not authorized for lodging reimbursement.
Are there restrictions on the type of housing a member must apply the 55% per diem to? (Rented room, apartment, rental house, house with enclosed garage, etc.?)	No. A rented hotel room, apartment, house, or RV, all qualify as temporary duty lodging eligible for reimbursement.
Can a member stay with a friend or family member and pocket the lodging reimbursement?	No. Lodging cost reimbursement is not authorized for a member who stays with a friend or relative. The 55% flat rate meals and incidental expenses are authorized for members who stay in the home of a friend or family, if otherwise eligible.
Can members take on roommates to reduce lodging costs?	Yes. As long as there are eligible lodging reimbursable expenses, the member is authorized the 55% contingency flat rate per diem, if otherwise eligible.
Will the new Flat Rate 55% per diem be paid in full as a lump sum automatically (like BAH is paid), or will it require a monthly travel claim?	A travel claim is required for any and all travel reimbursement. A paper travel claim every two weeks or 30 days is required to 55% contingency flat rate per diem reimbursement.
Will the member be required by the CG to show receipts for lodging expenditures?	Yes. Lodging receipts or lease/rental agreements are required to demonstrate eligibility for lodging reimbursement. Itemized receipts are required for any other eligible lodging reimbursement and any other reimbursement over \$75. Best practice is to retain receipts for all reimbursable expenses in case of travel claim audit.
What if lodging plus tax is more than 55% flat rate per diem?	Lodging tax in CONUS locations is a reimbursable expense in addition to the contingency flat rate per diem. Commands should support the maximum use of any available tax exemptions. Itemized receipts are required to claim lodging tax.
Is parking a reimbursable expense in addition to the 55% flat rate per diem?	Parking fees are a reimbursable expense in addition to the contingency flat rate per diem when explicitly authorized on the orders. The "Prudent Traveler" rules apply - travelers are required to seek parking as if they were paying out of their own pocket. Itemized receipts are required to claim any expense over \$75."
What happens if a member is living in lodging that is higher than the lodging portion of the new Flat Rate 55%? Can they remain in the higher-cost lodging and apply their 55% of M&IE toward lodging costs?	The member can remain in the higher cost lodging and will be reimbursed at 55% of the daily locality per diem rate for lodging, meals, and incidental expenses.

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What happens to a member who has already signed or renewed a lease contract that extends into FY13 at the old lodging & per diem rate? For example, a reservist signed a lease on 15 August 2012 that goes through August of 2013?

The member can stay in the higher cost lodging and be reimbursed at 55% of the daily locality per diem rate or they can terminate the lease and seek new lodging arrangements. The member can submit a waiver request to temporarily authorize increased lodging reimbursement for documented justifiable delays in transition to lower cost lodging. Each waiver request will be evaluated on a case-by-case basis.

How will PPC know if a reservist is authorized a temporary waiver for higher lodging reimbursement (65% per diem, full lodging per diem, etc.) during the travel claim process?

Reservists need to submit a copy of any approved waivers (temporary or annual) with their travel claim. Failure to submit copies of approved waivers with the travel claim will result in PPC reimbursement at the 55% contingency flat rate daily locality lodging rate.

Will ALL members reporting for voluntary ADOS in FY14 automatically be considered PCS, with zero lodging and per diem?

Yes. All long-term ADOS (contingency or non-contingency) will be characterized as Permanent Change of Station (PCS) with full PCS entitlements.

If a reservist accepts another set of ADOS orders beginning on or after 1 October 2013 in the same location that they served at in FY13, will they receive full PCS entitlements to move their family and house hold goods?

Yes. Travel to the residence, or place last entered active duty (PLEAD or home), is included in the TDY ADOS orders.