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Internal
 Revenue
 Service

Per Diem Rates

(For Travel Within the Continental United States)

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Introduction

This Publication contains the federal per diem rates for lodging, and meals and incidental expenses (M&IE) paid for business travel away from home within the continental United States (CONUS) on or after January 1, 1994. These rates are shown in the chart *Maximum Federal Per Diem Rates*.

If the requirements of the high-low substantiation method described in Rev. Proc. 93-50 (see reference below) are met, the maximum per diem rate is treated as \$152 for any high-cost locality and \$95 for any other locality within CONUS. Localities where the per diem rate is treated as \$152 are listed in the chart *Localities Eligible for \$152 Per Diem Amount Under the High-Low Substantiation Method*. A locality is a high-cost locality for all of 1994 or the portion of the year shown in parentheses under the key city name.

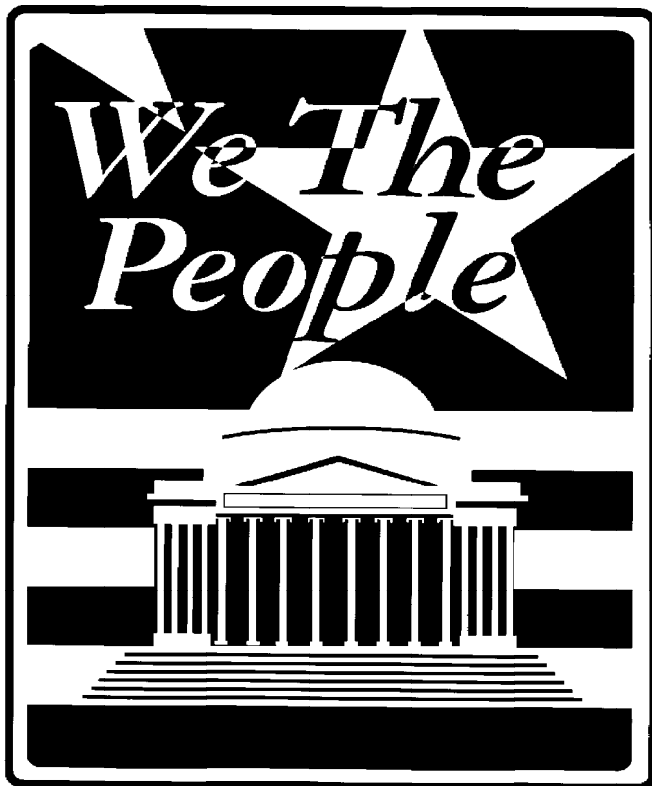
The standard mileage rate for travel on or after January 1, 1994 is 29 cents per mile for all business miles and remains at 9 cents per mile for moving expenses.

For rules providing guidance and limitations on the use of these rates, see Revenue Procedures 93-50, 1993-42 I.R.B. 24, and 93-51, 1993-42 I.R.B. 30; 41 C.F.R. Part 301-7 (1992) (as amended); Publication 334, *Tax Guide for Small Business*; and Publication 463, *Travel, Entertainment, and Gift Expenses*.

Additional Information. The federal per diem rates for nonforeign localities outside CONUS (Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and U.S. possessions, etc.) and for foreign localities outside CONUS are published monthly in the *Maximum Travel Per Diem Allowances for Foreign Areas*. You can purchase this supplement from the:

Superintendent of Documents
 U.S. Government Printing Office
 P.O. Box 371954
 Pittsburgh, PA 15250-7954

Or you can order it by calling the Government Printing Office at (202) 783-3238 (not a toll-free number). To get the rates for a specific foreign locality, call the Department of State at (703) 875-7900 (not a toll-free number).



Localities Eligible For \$152 Per Diem Amount Under the High-Low Substantiation Method*

Key City	County and other defined location
California	
Death Valley	Inyo
Gualala/Point Arena	Mendocino
Los Angeles	Los Angeles, Kern, Orange, and Ventura Counties; Edwards Air Force Base; Naval Weapons Center and Ordnance Test Station, China Lake
San Francisco	San Francisco
South Lake Tahoe (June 1-September 30)	El Dorado
Colorado	
Aspen (January 15-March 31)	Pitkin
Keystone/Silverthorne	Summit
Vail (January 1-March 31)	Eagle
District of Columbia	
Washington, D.C.	Washington, D.C.; the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland.
Florida	
Fort Myers (January 1-April 30)	Lee
Key West	Monroe
Naples (December 15-April 14)	Collier
Illinois	
Chicago	Du Page, Cook, and Lake
Maryland	
Ocean City (May 1-September 30)	Worcester
Massachusetts	
Boston	Suffolk
Cambridge/Lowell	Middlesex
Hyannis (June 1-September 30)	Barnstable
Martha's Vineyard/Nantucket	Dukes and Nantucket
Michigan	
Mackinac Island (June 1-September 30)	Mackinac
Nevada	
Stateline (June 1-September 30)	Douglas
New Jersey	
Atlantic City (June 1-October 14)	Atlantic
Newark	Bergen, Essex, Hudson, Passaic, and Union
Ocean City/Cape May (May 15-September 30)	Cape May
New Mexico	
Santa Fe (May 1-October 31)	Santa Fe
New York	
Lake Placid (June 1-November 14)	Essex
New York City	The boroughs of Bronx, Brooklyn, Manhattan, Queens, and Staten Island; Nassau and Suffolk Counties
White Plains	Westchester
North Carolina	
Duck (May 1-September 30)	Dare
Pennsylvania	
Chester/Radnor	Delaware
Philadelphia	Philadelphia; city of Bala Cynwyd in Montgomery County
Rhode Island	
Newport (May 1-October 14)	Newport

* The per diem rate for all other locations within the continental United States is \$95.

Maximum Federal Per Diem Rates*

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate (c)
Key city ¹	County and/or other defined location ^{2 3}					
CONUS, Standard rate.....		\$40	\$26	\$66
(Applies to all locations within CONUS not specifically listed below or encompassed by the boundary definition of a listed point. However, the standard CONUS rate applies to all locations within CONUS, including those defined below, for certain relocation subsistence allowances. See parts 302-2, 302-4, and 302-5 of this subtitle.)						
ALABAMA						
Anniston.....	Calhoun.....	41	26	67
Birmingham.....	Jefferson.....	52	30	82
Dothan.....	Houston.....	43	26	69
Gulf Shores.....	Baldwin.....					
(April 1-September 30).....		91	26	117
(October 1-March 31).....		48	26	74
Huntsville.....	Madison.....	55	34	89
Mobile.....	Mobile.....	55	30	85
Montgomery.....	Montgomery.....	51	26	77
Sheffield.....	Colbert.....	56	26	82
ARIZONA						
Casa Grande.....	Pinal.....	50	26	76
Chinle.....	Apache.....					
(April 1-October 31).....		83	26	109
(November 1-March 31).....		51	26	77
Grand Canyon Nat'l Park/ Flagstaff.....	Coconino.....	89	30	119
Kayenta.....	Navajo.....					
(May 1-October 14).....		77	26	103
(October 15-April 30).....		48	26	74
Phoenix/Scottsdale.....	Maricopa.....					
(December 1-April 30).....		87	34	121
(May 1-November 30).....		61	34	95
Prescott.....	Yavapai.....					
(April 1-October 14).....		48	30	78
(October 15-March 31).....		42	30	72
Sierra Vista.....	Cochise.....	46	26	72
Tucson.....	Pima County; Davis-Monthan AFB.....					
(November 1-April 30).....		62	30	92
(May 1-October 31).....		50	30	80
Yuma.....	Yuma.....	58	26	84
ARKANSAS						
Fayetteville.....	Washington.....	45	26	71
Fort Smith.....	Sebastian.....	42	26	68
Helena.....	Phillips.....	44	26	70

*Effective for travel on or after January 1, 1994

Source: Federal Travel Regulations, Maximum Federal Per Diem Rates (41 CFR Part 301-7)

Key city ¹	Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
	County and/or other defined location ^{2 3}						
Hot Springs.....	Garland		52		30		82
Little Rock.....	Pulaski		52		30		82
CALIFORNIA							
Bridgeport.....	Mono		61		34		95
Chico.....	Butte		58		34		92
Clearlake.....	Lake		55		26		81
Death Valley.....	Inyo		97		38		135
El Centro.....	Imperial		49		30		79
Eureka.....	Humboldt		65		30		95
Fresno.....	Fresno.....		62		34		96
Gualala/Point Arena.....	Mendocino		100		34		134
Herlong.....	Lassen		42		26		68
Los Angeles.....	Los Angeles, Kern, Orange and Ventura Counties; Edwards AFB; Naval Weapons Center and Ordinance Test Station, China Lake.		102		38		140
Merced.....	Merced		46		34		80
Modesto.....	Stanislaus		54		34		88
Monterey.....	Monterey.....						
(June 1–October 14).....			82		34		116
(October 15–May 31).....			74		34		108
Napa.....	Napa						
(April 1–October 31).....			73		34		107
(November 1–March 31).....			65		34		99
Oakland.....	Alameda, Contra Costa and Marin ...		71		38		109
Ontario/Victorville/ Barstow.....	San Bernardino		60		34		94
Palm Springs.....	Riverside						
(December 1–May 14).....			73		38		111
(May 15–November 30).....			53		38		91
Palo Alto/San Jose.....	Santa Clara.....		70		38		108
Redding.....	Shasta		60		34		94
Redwood City/San Mateo	San Mateo		71		34		105
Sacramento.....	Sacramento		67		34		101
San Diego.....	San Diego.....		78		38		116
San Francisco.....	San Francisco		96		38		134
San Luis Obispo.....	San Luis Obispo.....						
(May 1–September 30).....			55		38		93
(October 1–April 30).....			49		38		87
Santa Barbara.....	Santa Barbara.....		79		34		113
Santa Cruz.....	Santa Cruz.....						
(June 1–September 30).....			80		34		114
(October 1–May 31).....			64		34		98
Santa Rosa.....	Sonoma.....		61		34		95
South Lake Tahoe.....	El Dorado (See also Stateline, NV)..						
(June 1–September 30).....			91		38		129
(October 1–May 31).....			68		38		106
Stockton.....	San Joaquin.....		56		30		86
Tahoe City.....	Placer.....						
(June 1–September 14).....			67		38		105
(September 15–May 31).....			55		38		93
Vallejo.....	Solano.....		44		30		74
Visalia.....	Tulare.....		61		30		91
West Sacramento.....	Yolo.....		48		26		74

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
Key city ¹	County and/or other defined location ^{2,3}					
Yosemite Nat'l Park	Mariposa	83		38		121
Yuba City	Sutter	46		30		76
COLORADO						
Aspen	Pitkin					
(January 15-March 31)		130		38		168
(April 1-January 14)		74		38		112
Boulder	Boulder					
(May 1-December 31)		71		34		105
(January 1-April 30)		64		34		98
Colorado Springs	El Paso					
(May 1-August 31)		51		26		77
(September 1-April 30)		43		26		69
Denver	Denver, Adams, Arapahoe and Jefferson	77		38		115
Durango	La Plata					
(June 1-September 30)		80		34		114
(October 1-May 31)		50		34		84
Glenwood Springs	Garfield	53		30		83
Grand Junction	Mesa	44		30		74
Gunnison	Gunnison					
(May 1-October 14)		51		26		77
(October 15-April 30)		40		26		66
Keystone/Silverthorne	Summit	122		38		160
Loveland	Larimer	42		26		68
Montrose	Montrose	41		26		67
Pagosa Springs	Archuleta					
(June 1-September 30)		47		26		73
(October 1-May 31)		40		26		66
Pueblo	Pueblo	44		26		70
Steamboat Springs	Routt					
(February 1-March 31)		90		30		120
(April 1-January 31)		57		30		87
Trinidad	Las Animas					
(June 1-September 14)		45		26		71
(September 15-May 31)		40		26		66
Vail	Eagle					
(January 1-March 31)		151		38		189
(April 1-December 31)		74		38		112
CONNECTICUT						
Bridgeport/Danbury	Fairfield	77		34		111
Hartford	Hartford and Middlesex	69		38		107
New Haven	New Haven	67		34		101
New London/Groton	New London					
(June 1-October 31)		63		30		93
(November 1-May 31)		56		30		86
Putnam/Danielson	Windham	60		26		86
Salisbury	Litchfield	78		38		116
DELAWARE						
Dover	Kent	50		26		76
Lewes	Sussex					
(June 1-September 14)		62		30		92
(September 15-May 31)		40		30		70
Wilmington	New Castle	78		34		112

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate (c)
Key city ¹	County and/or other defined location ^{2 3}					
DISTRICT OF COLUMBIA						
	Washington, DC (also the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland) (See also Maryland and Virginia.)	113	38	151
FLORIDA						
Altamonte Springs.....	Seminole.....	62	26	88
Bradenton.....	Manatee.....					
(January 1–May 14).....		60	26	86
(May 15–December 31).....		42	26	68
Clewiston.....	Hendry.....	53	26	79
Cocoa Beach.....	Brevard.....					
(May 1–December 31).....		73	30	103
(January 1–April 30).....		65	30	95
Daytona Beach.....	Volusia.....					
(February 1–April 14).....		65	26	91
(April 15–January 31).....		49	26	75
Fort Lauderdale.....	Broward.....					
(December 15–April 30).....		79	30	109
(May 1–December 14).....		61	30	91
Fort Myers.....	Lee.....					
(January 1–April 30).....		90	34	124
(May 1–December 31).....		67	34	101
Fort Pierce.....	Saint Lucie.....					
(January 1–April 30).....		57	30	87
(May 1–December 31).....		45	30	75
Fort Walton Beach.....	Okaloosa.....					
(April 1–September 14).....		66	30	96
(September 15–March 31).....		56	30	86
Gainesville.....	Alachua.....	52	30	82
Jacksonville.....	Duval County; Naval Station Mayport.	50	30	80
Key West.....	Monroe.....					
(December 15–April 30).....		148	38	186
(May 1–December 14).....		102	38	140
Kissimmee.....	Osceola.....					
(January 1–September 14).....		68	30	98
(Sept. 15–December 31).....		61	30	91
Lakeland.....	Polk.....					
(January 1–April 14).....		56	26	82
(April 15–December 31).....		49	26	75
Miami.....	Dade.....	73	34	107
Naples.....	Collier.....					
(December 15–April 14).....		91	34	125
(April 15–December 14).....		54	34	88
Orlando.....	Orange.....	66	30	96
Panama City.....	Bay.....					
(March 1–September 14).....		49	30	79
(Sept. 15–February 28).....		40	30	70
Pensacola.....	Escambia.....	57	30	87
Punta Gorda.....	Charlotte.....					
(January 1–April 14).....		71	30	101
(April 15–December 31).....		47	30	77

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate (c)
Key city ¹	County and/or other defined location ^{2 3}					
Saint Augustine	Saint Johns					
(Feb. 1-September 14)		60		30		90
(Sept. 15-January 31)		44		30		74
Sarasota	Sarasota					
(December 15-April 14)		68		30		98
(April 15-December 14)		46		30		76
Stuart	Martin					
(January 1-April 30)		63		30		93
(May 1-December 31)		51		30		81
Tallahassee	Leon	53		26		79
Tampa/St. Petersburg	Hillsborough and Pinellas	57		26		83
Vero Beach	Indian River					
(February 1-April 30)		71		26		97
(May 1-January 31)		54		26		80
West Palm Beach	Palm Beach					
(December 15-April 30)		69		34		103
(May 1-December 14)		55		34		89
GEORGIA						
Albany	Dougherty	51		26		77
Athens	Clarke	44		26		70
Atlanta	Clayton, De Kalb, Fulton and Cobb	81		38		119
Augusta	Richmond; Savannah River Plant	44		26		70
Brunswick	Glynn	41		26		67
Columbus	Muscogee	48		26		74
Macon	Bibb	44		26		70
Norcross/Lawrenceville	Gwinnett	56		30		86
Savannah	Chatham	49		30		79
Warner Robins	Houston	43		26		69
IDAHO						
Boise	Ada	49		30		79
Coeur d'Alene	Kootenai					
(April 1-October 31)		65		26		91
(November 1-March 31)		51		26		77
Idaho Falls	Bonneville	43		30		73
Ketchum/Sun Valley	Blaine					
(November 15-March 31)		77		38		115
(April 1-November 14)		58		38		96
Lewiston	Nez Perce	44		26		70
McCall	Valley	50		30		80
Pocatello	Bannock	47		26		73
Stanley	Custer					
(June 1-September 30)		51		30		81
(October 1-May 31)		41		30		71
ILLINOIS						
Alton	Madison	48		26		74
Bloomington	McLean	42		30		72
Champaign/Urbana	Champaign	48		30		78
Chicago	Du Page, Cook and Lake	104		38		142
Danville	Vermilion	43		26		69
Decatur	Macon	45		26		71
Dixon	Lee	45		26		71

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate (c)
Key city ¹	County and/or other defined location ^{2 3}					
East St. Louis.....	St. Clair	46		26		72
Joliet	Will	51		26		77
Kankakee.....	Kankakee.....	50		26		76
Peoria	Peoria	62		30		92
Rock Island/Moline	Rock Island.....	64		26		90
Rockford.....	Winnebago.....	56		30		86
Springfield.....	Sangamon.....	51		30		81
INDIANA						
Anderson.....	Madison.....	54		26		80
Bloomington/Crane	Monroe and Martin.....	52		30		82
Burlington Beach/Valparaiso.....	Porter	55		26		81
Columbus	Bartholomew	45		30		75
Dale	Spencer.....	45		26		71
Elkhart.....	Elkhart.....	50		26		76
Evansville.....	Vanderburgh.....	52		30		82
Fort Wayne.....	Allen	57		26		83
Gary.....	Lake.....	52		30		82
Indianapolis.....	Marion County; Fort Benjamin Harrison.....	71		34		105
Jasper.....	Dubois	45		26		71
Jeffersonville/Charlestown.....	Clark County; Indiana Army Ammunition Plant.....	45		26		71
Lafayette	Tippecanoe.....	52		30		82
Logansport.....	Cass.....	47		26		73
Madison.....	Jefferson	50		26		76
Marion.....	Grant	44		26		70
Michigan City.....	La Porte	44		26		70
Muncie.....	Delaware.....	55		26		81
Nashville	Brown.....					
(June 1-September 30).....		72		26		98
(October 1-May 31).....		60		26		86
New Albany.....	Floyd.....	45		26		71
Richmond.....	Wayne	43		26		69
South Bend.....	St. Joseph.....	61		30		91
Terre Haute.....	Vigo.....	51		26		77
IOWA						
Bettendorf/Davenport.....	Scott	56		26		82
Cedar Rapids	Linn	48		26		74
Des Moines	Polk	55		30		85
Dubuque.....	Dubuque.....	43		30		73
Iowa City	Johnson	48		30		78
Sioux City	Woodbury	47		26		73
Waterloo.....	Black Hawk	47		26		73
KANSAS						
Hays.....	Ellis.....	42		26		68
Kansas City.....	Johnson and Wyandotte (See also Kansas City, MO).....	67		34		101
Manhattan	Riley	53		26		79
Topcka.....	Shawnee.....	47		26		73
Wichita	Sedgwick.....	62		30		92
KENTUCKY						
Ashland	Boyd	41		26		67
Bowling Green	Warren.....	44		30		74

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate (c)
Key city ¹	County and/or other defined location ^{2 3}					
Covington	Kenton	48		34		82
Florence	Boone	49		30		79
Frankfort	Franklin	42		26		68
Lexington	Fayette	51		30		81
Louisville	Jefferson	60		34		94
Owensboro	Daviess	47		26		73
Pikeville	Pike	42		26		68
Prestonsburg	Floyd	44		26		70
LOUISIANA						
Alexandria	Rapides Parish	44		30		74
Baton Rouge	East Baton Rouge Parish	53		30		83
Bossier City	Bossier Parish	53		30		83
Lafayette	Lafayette Parish	52		30		82
Lake Charles	Calcasieu Parish	43		30		73
Monroe	Ouachita Parish	47		26		73
New Orleans	Parishes of Jefferson, Orleans, Plaquemines and St. Bernard.	66		34		100
Shreveport	Caddo Parish	53		30		83
Slidell	St. Tammany Parish	43		30		73
MAINE						
Auburn	Androscoggin					
(July 1–October 14)		52		30		82
(October 15–June 30)		41		30		71
Augusta	Kennebec	53		26		79
Bangor	Penobscot					
(July 1–October 31)		60		30		90
(November 1–June 30)		47		30		77
Bar Harbor	Hancock					
(June 1–September 30)		76		34		110
(October 1–May 31)		66		34		100
Bath	Sagadahoc					
(June 1–October 14)		64		26		90
(October 15–May 31)		53		26		79
Calais	Washington					
(June 1–October 14)		64		26		90
(October 15–May 31)		48		26		74
Kennebunk/Sanford	York					
(May 1–September 30)		69		30		99
(October 1–April 30)		44		30		74
Kittery	Portsmouth Naval Shipyard (See also Portsmouth, NH).					
(June 1–September 30)		66		30		96
(October 1–May 31)		53		30		83
Portland	Cumberland					
(July 1–October 31)		67		30		97
(November 1–June 30)		54		30		84
Presque Isle	Aroostook	41		26		67
Rockport	Knox					
(June 1–September 30)		83		30		113
(October 1–May 31)		63		30		93
Wiscasset	Lincoln					
(June 1–September 30)		66		30		96
(October 1–May 31)		43		30		73

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate (c)
Key city ¹	County and/or other defined location ^{2 3}					
MARYLAND						
(For the counties of Montgomery and Prince Georges, see District of Columbia.)						
Annapolis	Anne Arundel	76		34		110
Baltimore	Baltimore and Harford	78		38		116
Columbia	Howard	87		34		121
Cumberland	Allegany	49		26		75
Easton	Talbot	59		30		89
Frederick	Frederick	55		34		89
Hagerstown	Washington	55		30		85
Lexington Park/St. Inigoes/Leonardtown	St. Marys	54		26		80
Lusby	Calvert	58		34		92
Ocean City	Worcester					
(May 1-September 30)		107		34		141
(October 1-April 30)		46		34		80
Salisbury	Wicomico	52		30		82
Tower Garden on Bay	Queen Anne's	44		30		74
Waldorf	Charles	44		30		74
MASSACHUSETTS						
Andover	Essex	80		34		114
Boston	Suffolk	101		38		139
Cambridge/Lowell	Middlesex	95		38		133
Hyannis	Barnstable					
(June 1-September 30)		95		30		125
(October 1-May 31)		71		30		101
Martha's Vineyard/Nantucket	Dukes and Nantucket					
(June 1-October 31)		134		38		172
(November 1-May 31)		106		38		144
Northampton	Hampshire	59		26		85
Pittsfield	Berkshire	52		34		86
Plymouth	Plymouth					
(June 15-October 31)		92		26		118
(November 1-June 14)		74		26		100
Quincy	Norfolk	79		34		113
South Deerfield/Greenfield	Franklin	64		26		90
Springfield	Hampden	61		30		91
Taunton/New Bedford	Bristol	58		26		84
Worcester	Worcester	61		26		87
MICHIGAN						
Adrian	Lenawee	46		26		72
Ann Arbor	Washtenaw	65		30		95
Battle Creek	Calhoun	44		26		70
Bay City	Bay	50		26		76
Bellaire	Antrim	51		26		77
Cadillac	Wexford	49		26		75
Charlevoix	Charlevoix	88		30		118
Detroit	Wayne	80		38		118
Drummond Island	Chippewa	67		26		93
Escanaba	Delta					
(June 1-September 30)		49		26		75
(October 1-May 31)		40		26		66

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate (c)
Key city ¹	County and/or other defined location ^{2 3}					
Flint	Genesee	45		30		75
Gaylord	Otsego					
(June 1-September 30)		57		26		83
(October 1-May 31)		51		26		77
Grand Rapids	Kent	60		30		90
Grayling	Crawford	50		26		76
Hancock	Houghton	49		26		75
Holland	Ottawa					
(May 1-September 30)		54		26		80
(October 1-April 30)		44		26		70
Houghton Lake	Roscommon	49		26		75
Jackson	Jackson	48		26		74
Kalamazoo	Kalamazoo	59		30		89
Lansing/East Lansing	Ingham	54		26		80
Leland	Leelanau					
(May 1-September 30)		72		26		98
(October 1-April 30)		64		26		90
Ludington	Mason					
(June 1-September 14)		72		26		98
(September 15-May 31)		41		26		67
Mackinac Island	Mackinac					
(June 1-September 30)		91		34		125
(October 1-May 31)		80		34		114
Manistee	Manistee					
(May 15-October 31)		51		26		77
(November 1-May 14)		40		26		66
Marquette	Marquette					
(June 1-September 30)		47		26		73
(October 1-May 31)		42		26		68
Midland	Midland	54		26		80
Muskegon	Muskegon	45		26		71
Ontonagon	Ontonagon	49		26		75
Port Huron	St. Clair	50		34		84
Saginaw	Saginaw	51		30		81
South Haven	Van Buren					
(May 1-September 30)		65		26		91
(October 1-April 30)		47		26		73
St. Joseph/Benton Harbor/ Niles	Berrien	49		30		79
Traverse City	Grand Traverse					
(May 1-September 30)		85		30		115
(October 1-April 30)		51		30		81
Troy/Pontiac	Oakland	59		34		93
Warren	Macomb	46		26		72
MINNESOTA						
Albert Lea	Freeborn	42		26		68
Austin	Mower	42		26		68
Bemidji	Beltrami	42		30		72
Brainerd	Crow Wing					
(May 1-September 14)		46		30		76
(September 15-April 30)		40		30		70
Duluth	St. Louis					
(June 1-September 30)		54		34		88
(October 1-May 31)		46		34		80

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate (c)
Key city ¹	County and/or other defined location ^{2 3}					
Fergus Falls	Otter Tail	57		26		83
Grand Rapids.....	Itasca	47		30		77
Hinckley	Pine.....	43		26		69
Mendota Heights.....	Dakota.....	58		30		88
Minneapolis/St. Paul.....	Anoka, Hennepin, and Ramsey Counties; Fort Snelling Military Reservation and Navy Astronautics Group (Detachment BRAVO), Rosemount.	64		34		98
Rochester	Olmsted	56		30		86
St. Cloud	Stearns.....	41		30		71
MISSISSIPPI						
Biloxi/Gulfport/ Pascagoula/Bay St. Louis. (May 1-September 14).....	Harrison, Jackson, and Hancock.....	73		30		103
(September 15-April 30).....		59		30		89
Jackson	Hinds	52		30		82
Natchez	Adams.....	47		30		77
Oxford	Lafayette	44		26		70
Ridgeland	Madison.....	46		38		84
Vicksburg.....	Warren.....	45		30		75
MISSOURI						
Branson.....	Taney.....					
(May 1-October 31).....		71		30		101
(November 1-April 30).....		47		30		77
Cape Girardeau	Cape Girardeau	45		26		71
Columbia	Boone	50		26		76
Hannibal.....	Marion.....					
(June 1-September 14).....		49		26		75
(September 15-May 31).....		40		26		66
Jefferson City.....	Cole	49		26		75
Kansas City.....	Clay, Jackson and Platte (See also Kansas City, KS).	67		34		101
Lake Ozark	Miller	48		34		82
Osage Beach.....	Camden					
(May 15-October 14)		67		30		97
(October 15-May 14)		40		30		70
Springfield.....	Greene.....	56		30		86
St. Louis.....	St. Charles and St. Louis.....	74		38		112
MONTANA						
Billings.....	Yellowstone	48		26		74
Great Falls	Cascade	51		26		77
Helena.....	Lewis and Clark.....	44		26		70
Kalispell/Polson.....	Flathead and Lake.....					
(April 15-September 30).....		48		26		74
(October 1-April 14).....		40		26		66
NEBRASKA						
Kearney.....	Buffalo.....	42		26		68
Lincoln	Lancaster.....	47		26		73
North Platte.....	Lincoln	42		26		68
Omaha	Douglas	57		30		87
NEVADA						
Elko	Elko	51		26		77
Las Vegas.....	Clark County; Nellis AFB.....	69		38		107

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate (c)
Key city ¹	County and/or other defined location ^{2 3}					
Lovelock	Pershing					
(May 1-September 30)		48		26		74
(October 1-April 30)		40		26		66
Reno	Washoe	53		30		83
Stateline	Douglas (See also South Lake Tahoe, CA)					
(June 1-September 30)		91		38		129
(October 1-May 31)		68		38		106
Winnemucca	Humboldt	42		26		68
NEW HAMPSHIRE						
Concord	Merrimack	56		26		82
Conway	Carroll					
(June 15-October 14)		73		30		103
(October 15-June 14)		50		30		80
Cornish	Sullivan	41		26		67
Durham	Strafford					
(June 1-October 31)		52		26		78
(November 1-May 31)		42		26		68
Laconia	Belknap					
(June 15-October 14)		66		30		96
(October 15-June 14)		50		30		80
Lebanon/Hanover	Grafton	86		34		120
Manchester	Hillsborough	68		30		98
Portsmouth/Newington	Rockingham County; Pease AFB (See also Kittery, ME)					
(June 1-September 30)		66		30		96
(October 1-May 31)		53		30		83
NEW JERSEY						
Atlantic City	Atlantic					
(June 1-October 14)		109		38		147
(October 15-May 31)		82		38		120
Belle Mead	Somerset	58		30		88
Camden	Camden	63		34		97
Dover	Morris County; Picatinny Arsenal	58		26		84
Edison	Middlesex	65		38		103
Freehold/Eatontown	Monmouth County; Fort Monmouth	69		34		103
Millville	Cumberland	48		30		78
Moorestown	Burlington	71		34		105
Newark	Bergen, Essex, Hudson, Passaic and Union	87		38		125
Ocean City/Cape May	Cape May					
(May 15-September 30)		111		34		145
(October 1-May 14)		70		34		104
Princeton/Trenton	Mercer	74		34		108
Salem	Salem	50		26		76
Tom's River	Ocean	78		30		108
NEW MEXICO						
Albuquerque	Bernalillo	60		34		94
Artesia	Eddy	42		26		68
Cloudcroft	Otero	74		26		100
Farmington	San Juan	54		30		84
Gallup	McKinley	50		26		76
Las Cruces/White Sands	Dona Ana	44		30		74

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
Key city ¹	County and/or other defined location ^{2 3}					
Los Alamos.....	Los Alamos.....	59	30	89
Raton.....	Colfax.....	47	26	73
Roswell.....	Chaves.....	41	26	67
Santa Fe.....	Santa Fe.....					
(May 1–October 31).....		95	34	129
(November 1–April 30).....		80	34	114
Silver City.....	Grant.....	41	26	67
Taos.....	Taos.....	65	30	95
NEW YORK						
Albany.....	Albany.....	68	30	98
Auburn.....	Cayuga.....	50	26	76
Batavia.....	Genesee.....					
(May 1–September 30).....		60	26	86
(October 1–April 30).....		49	26	75
Binghamton.....	Broome.....	58	30	88
Buffalo.....	Erie.....	72	34	106
Canton.....	St. Lawrence.....	55	26	81
Catskill.....	Greene.....					
(July 1–September 14).....		63	26	89
(September 15–June 30).....		49	26	75
Corning.....	Steuben.....	62	30	92
Elmira.....	Chemung.....	57	30	87
Glens Falls.....	Warren.....					
(June 1–October 31).....		71	34	105
(November 1–May 31).....		50	34	84
Ithaca.....	Tompkins.....	61	30	91
Jamestown.....	Chautauqua.....	43	30	73
Kingston.....	Ulster.....	53	30	83
Lake Placid.....	Essex.....					
(June 1–November 14).....		93	30	123
(November 15–May 31).....		66	30	96
Monticello.....	Sullivan.....					
(June 1–September 14).....		55	30	85
(September 15–May 31).....		47	30	77
New York City.....	The boroughs of the Bronx, Brooklyn, Manhattan, Queens and Staten Island; Nassau and Suffolk Counties.	142	38	180
Niagara Falls.....	Niagara.....					
(May 15–September 30).....		86	34	120
(October 1–May 14).....		55	34	89
Owego.....	Tioga.....	41	26	67
Palisades/Nyack.....	Rockland.....	58	34	92
Plattsburgh.....	Clinton.....					
(June 1–September 30).....		47	30	77
(October 1–May 31).....		42	30	72
Poughkeepsie.....	Dutchess.....	63	26	89
Rochester.....	Monroe.....	67	34	101
Romulus.....	Seneca.....	67	26	93
Saratoga Springs.....	Saratoga.....					
(June 1–September 30).....		69	38	107
(October 1–May 31).....		51	38	89
Schenectady.....	Schenectady.....	59	34	93
Syracuse.....	Onondaga.....	64	30	94
Troy.....	Rensselaer.....	47	30	77

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
Key city ¹	County and/or other defined location ^{2 3}					
Utica	Oneida	60		30		90
Watertown	Jefferson	54		30		84
Watkins Glen	Schuyler					
(May 1–October 31)		71		26		97
(November 1–April 30)		47		26		73
West Point	Orange	50		34		84
White Plains	Westchester	104		38		142
NORTH CAROLINA						
Asheville	Buncombe					
(May 1–October 31)		53		30		83
(November 1–April 30)		45		30		75
Boone	Watauga	44		26		70
Charlotte	Mecklenburg	63		34		97
Duck	Dare					
(May 1–September 30)		93		30		123
(October 1–April 30)		49		30		79
Elizabeth City	Pasquotank	47		26		73
Fayetteville	Cumberland	43		26		69
Greensboro/High Point	Guilford	54		30		84
Kinston	Lenoir	48		26		74
Morehead City	Carteret					
(May 1–September 30)		59		26		85
(October 1–April 30)		40		26		66
Raleigh/Durham/Chapel Hill	Wake, Durham and Orange	70		34		104
Wilmington	New Hanover					
(May 1–September 14)		49		26		75
(September 15–April 30)		44		26		70
Winston-Salem	Forsyth	55		30		85
NORTH DAKOTA						
Bismarck/Mandan	Burleigh and Morton	45		30		75
Fargo	Cass	48		30		78
Grand Forks	Grand Forks	46		26		72
Minot	Ward	45		26		71
OHIO						
Akron	Summit	62		34		96
Bellevue/Norwalk	Huron					
(May 15–September 14)		70		26		96
(September 15–May 14)		40		26		66
Chillicothe	Ross	45		26		71
Cincinnati/Evendale	Hamilton and Warren	62		30		92
Cleveland	Cuyahoga	78		38		116
Columbus	Franklin	69		34		103
Dayton/Fairborn	Montgomery and Greene; Wright-Patterson AFB	63		30		93
Defiance	Defiance	51		26		77
East Liverpool	Columbiana	48		26		74
Elyria	Lorain					
(June 1–September 30)		51		26		77
(October 1–May 31)		40		26		66
Fairfield/Hamilton	Butler	59		26		85
Findlay	Hancock	45		26		71
Geneva	Ashtabula	57		26		83
Jackson	Jackson and Pike	46		26		72
Lancaster	Fairfield	47		26		73

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
Key city ¹	County and/or other defined location ^{2 3}					
Martin's Ferry/Bellaire.....	Belmont.....	41	26	67
Port Clinton/Oakharbor.....	Ottawa.....					
(May 1-September 30).....		79	30	109
(October 1-April 30).....		40	30	70
Portsmouth.....	Scioto.....	48	26	74
Sandusky.....	Erie.....					
(May 15-September 14).....		91	30	121
(September 15-May 14).....		44	30	74
Springfield.....	Clark.....	48	30	78
Tinney/Fremont.....	Sandusky.....					
(June 1-September 14).....		54	26	80
(September 15-May 31).....		40	26	66
Toledo.....	Lucas.....	56	30	86
Wapakoneta.....	Auglaize.....	42	26	68
Warren.....	Trumbull.....	45	30	75
OKLAHOMA						
Ada.....	Pontotoc.....	46	26	72
Lawton.....	Comanche.....	45	26	71
Muskogee.....	Muskogee.....	41	26	67
Norman.....	Cleveland.....	47	30	77
Oklahoma City.....	Oklahoma.....	51	26	77
Stillwater.....	Payne.....	44	26	70
Tulsa/Bartlesville.....	Osage, Tulsa and Washington.....	53	30	83
OREGON						
Ashland/Medford.....	Jackson.....					
(June 1-September 30).....		63	30	93
(October 1-May 31).....		44	30	74
Beaverton.....	Washington.....	61	26	87
Bend.....	Deschutes.....	53	30	83
Clackamas.....	Clackamas.....	55	26	81
Coos Bay.....	Coos.....					
(May 1-September 30).....		56	26	82
(October 1-April 30).....		43	26	69
Eugene.....	Lane.....	51	30	81
Gold Beach.....	Curry.....					
(May 15-October 14).....		67	26	93
(October 15-May 14).....		44	26	70
Lincoln City/Newport.....	Lincoln.....					
(June 1-September 14).....		69	30	99
(September 15-May 31).....		54	30	84
Portland.....	Multnomah.....	67	30	97
Salem.....	Marion.....	49	26	75
Seaside.....	Clatsop.....					
(May 1-September 30).....		89	26	115
(October 1-April 30).....		71	26	97
PENNSYLVANIA						
Allentown.....	Lehigh.....	59	34	93
Altoona.....	Blair.....	46	26	72
Bloomsburg.....	Columbia.....	48	30	78
Chester/Radnor.....	Delaware.....	88	38	126
Du Bois.....	Clearfield.....	48	26	74
Easton.....	Northampton.....	42	26	68
Erie.....	Erie.....					
(June 1-August 31).....		56	26	82
(September 1-May 31).....		44	26	70

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate (c)
Key city ¹	County and/or other defined location ^{2 3}					
Gettysburg	Adams					
(May 1–September 14)		63		30		93
(September 15–April 30)		42		30		72
Harrisburg	Dauphin	75		34		109
Johnstown	Cambria	48		26		74
King of Prussia/Ft. Washington	Montgomery County, except Bala Cynwyd (See also Philadelphia, PA)	83		34		117
Lancaster	Lancaster	64		30		94
Lebanon	Lebanon County; Indian Town Gap Military Reservation	49		26		75
Mechanicsburg	Cumberland	53		30		83
Mercer	Mercer	47		26		73
Philadelphia	Philadelphia County; city of Bala Cynwyd in Montgomery County	89		34		123
Pittsburgh	Allegheny	75		34		109
Reading	Berks	52		26		78
Scranton	Lackawanna	58		30		88
Shippingport	Beaver	47		30		77
Somerset	Somerset	56		30		86
State College	Centre	53		30		83
Stroudsburg	Monroe	43		30		73
Uniontown	Fayette	67		26		93
Valley Forge	Chester	82		38		120
Warminster	Bucks County; Naval Air Development Center	63		30		93
Wilkes-Barre	Luzerne	52		30		82
Williamsport	Lycoming	47		26		73
York	York	59		30		89
RHODE ISLAND						
East Greenwich	Kent County; Naval Construction Battalion Center, Davisville	80		34		114
Newport	Newport					
(May 1–October 14)		102		38		140
(October 15–April 30)		62		38		100
Providence	Providence	78		34		112
Quonset Point	Washington					
(May 15–September 30)		53		26		79
(October 1–May 14)		40		26		66
SOUTH CAROLINA						
Charleston	Charleston and Berkeley	59		30		89
Columbia	Richland	53		30		83
Greenville	Greenville	49		26		75
Hilton Head	Beaufort					
(May 1–September 30)		73		34		107
(October 1–April 30)		42		34		76
Myrtle Beach	Horry County; Myrtle Beach AFB					
(May 1–September 30)		89		30		119
(October 1–April 30)		40		30		70
Spartanburg	Spartanburg	49		26		75
SOUTH DAKOTA						
Custer	Custer					
(June 1–September 30)		64		26		90
(October 1–May 31)		40		26		66

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate (c)
Key city ¹	County and/or other defined location ^{2 3}					
Hot Springs	Fall River					
(May 1-September 30)		64		26		90
(October 1-April 30)		40		26		66
Rapid City	Pennington					
(June 1-August 31)		67		26		93
(September 1-May 31)		41		26		67
Sioux Falls	Minnehaha	54		26		80
Spearfish	Lawrence					
(June 1-September 14)		65		26		91
(September 15-May 31)		40		26		66
TENNESSEE						
Chattanooga	Hamilton	43		26		69
Clarksville	Montgomery	41		26		67
Columbia	Mauzy	53		26		79
Gatlinburg	Sevier					
(May 15-October 31)		72		30		102
(November 1-May 14)		55		30		85
Johnson City	Washington	53		30		83
Kingsport/Bristol	Sullivan	43		30		73
Knoxville	Knox County; city of Oak Ridge	54		30		84
Memphis	Shelby	57		30		87
Murfreesboro	Rutherford	42		26		68
Nashville	Davidson	56		30		86
Shelbyville	Bedford	47		26		73
TEXAS						
Abilene	Taylor	44		26		70
Amarillo	Potter	51		30		81
Austin	Travis	65		34		99
Beaumont	Jefferson	44		26		70
Brownsville	Cameron	55		30		85
Brownwood	Brown	42		26		68
College Station/Bryan	Brazos	48		26		74
Corpus Christi/Ingelside	Nueces and San Patricio	64		30		94
Dallas/Fort Worth	Dallas and Tarrant	71		34		105
Denton	Denton	47		26		73
El Paso	El Paso	58		30		88
Fort Davis	Jeff Davis	59		26		85
Galveston	Galveston					
(May 15-September 14)		74		30		104
(September 15-May 14)		64		30		94
Granbury	Hood	52		26		78
Houston	Harris County; L. B. Johnson Space Center and Ellington AFB.	78		38		116
Kingsville	Kleberg	41		26		67
Lajitas	Brewster	59		26		85
Laredo	Webb	55		30		85
Longview	Gregg	47		26		73
Lubbock	Lubbock	60		26		86
Lufkin	Angelina	43		26		69
McAllen	Hidalgo	59		26		85
Midland/Odessa	Ector and Midland	55		26		81
Nacogdoches	Nacogdoches	49		26		75
Plainview	Hale	42		26		68
Plano	Collin	71		26		97

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
Key city ¹	County and/or other defined location ^{2 3}					
San Angelo.....	Tom Green.....	45	30	75
San Antonio.....	Bexar.....	67	30	97
Temple.....	Bell.....	48	26	74
Tyler.....	Smith.....	48	26	74
Victoria.....	Victoria.....	44	26	70
Waco.....	McLennan.....	52	26	78
Wichita Falls.....	Wichita.....	46	26	72
UTAH						
Bullfrog.....	Garfield.....					
(May 15-September 30).....		90	26	116
(October 1-May 14).....		54	26	80
Cedar City.....	Iron.....					
(June 1-September 30).....		56	30	86
(October 1-May 31).....		41	30	71
Moab.....	Grand.....					
(April 1-November 30).....		77	26	103
(December 1-March 31).....		40	26	66
Provo.....	Utah.....	48	30	78
Salt Lake City/Ogden.....	Salt Lake, Weber, and Davis Counties; Dugway Proving Ground and Tooele Army Depot.	68	30	98
St. George.....	Washington.....	46	30	76
Vernal.....	Uintah.....	43	26	69
VERMONT						
Burlington.....	Chittenden.....	63	30	93
Middlebury.....	Addison.....	72	30	102
Montpelier.....	Washington.....	51	26	77
Rutland.....	Rutland.....					
(December 15-March 31).....		64	30	94
(April 1-December 14).....		53	30	83
White River Junction.....	Windsor.....					
(Sept. 15-October 14).....		67	30	97
(October 15-Sept. 14).....		45	30	75
VIRGINIA						
(For the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun, see District of Columbia)						
Blacksburg.....	Montgomery.....	55	26	81
Bristol*.....		43	26	69
Charlottesville*.....		53	34	87
Covington*.....		41	26	67
Fredericksburg*.....		43	26	69
Lexington*.....		43	26	69
Lynchburg*.....		52	30	82
Manassas/Manassas Park*.....	Prince William.....	50	26	76
Norfolk* (also Virginia Beach, Portsmouth, Hampton, Newport News, and Chesapeake)*.	York County; Naval Weapons Station, Yorktown.					
(May 1-September 30).....		83	34	117
(October 1-April 30).....		61	34	95
Petersburg*.....	Fort Lee.....	44	26	70

Key city ¹	Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
	County and/or other defined location ^{2 3}						
Richmond*	Chesterfield and Henrico Counties; also Defense Supply Center.		59		34		93
Roanoke*	Roanoke		55		30		85
Staunton*			43		26		69
Wallops Island	Accomack						
(May 15-September 30)			66		26		92
(October 1-May 14)			46		26		72
Warrenton/Amissville	Fauquier and Rappahannock		51		30		81
Waynesboro*							
(May 1-October 31)			51		26		77
(November 1-April 30)			40		26		66
Williamsburg*							
(June 1-September 30)			70		34		104
(October 1-May 31)			49		34		83
Wintergreen	Nelson		83		38		121
*Denotes independent cities.							
WASHINGTON							
Anacortes/Mt. Vernon	Skagit						
(May 1-August 31)			58		30		88
(September 1-April 30)			43		30		73
Bellingham	Whatcom		54		30		84
Bremerton	Kitsap		43		30		73
Kelso/Longview	Cowlitz		46		30		76
Lynnwood/Everett	Snohomish		57		30		87
Ocean Shores	Grays Harbor						
(April 1-September 30)			60		26		86
(October 1-March 31)			47		26		73
Port Angeles	Clallam						
(May 15-September 30)			60		30		90
(October 1-May 14)			41		30		71
Port Townsend	Jefferson						
(April 15-October 14)			66		26		92
(October 15-April 14)			45		26		71
Richland	Benton		46		34		80
Seattle	King		79		34		113
Spokane	Spokane		55		30		85
Tacoma	Pierce		55		30		85
Tumwater/Olympia	Thurston		61		34		95
Vancouver	Clark		56		34		90
Whidbey Island	Island		45		30		75
Yakima	Yakima		44		30		74
WEST VIRGINIA							
Beckley	Raleigh		47		26		73
Berkeley Springs	Morgan		64		26		90
Charleston	Kanawha		55		30		85
Harpers Ferry	Jefferson		57		26		83
Huntington	Cabell		53		26		79
Martinsburg	Berkeley		49		30		79
Morgantown	Monongalia		49		30		79
Parkersburg	Wood		45		30		75
Wheeling	Ohio		44		26		70
WISCONSIN							
Brookfield	Waukesha		64		34		98
Cable	Bayfield		41		26		67
Eau Claire	Eau Claire		48		30		78

Per diem locality		Maximum lodging amount (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
Key city ¹	County and/or other defined location ^{2 3}					
Green Bay	Brown	54		26		80
Kewaunee	Kewaunee					
(June 1–September 14)		51		26		77
(September 15–May 31)		40		26		66
La Crosse	La Crosse	55		30		85
Lake Geneva	Walworth					
(May 1–October 14)		71		34		105
(October 15–April 30)		52		34		86
Madison	Dane	59		30		89
Marinette	Marinette	46		26		72
Milwaukee	Milwaukee	67		30		97
Mishicot	Manitowoc	52		26		78
Oshkosh	Winnebago	53		30		83
Rhineland/Minocqua	Oneida	54		26		80
Sturgeon Bay	Door					
(June 1–September 14)		63		26		89
(September 15–May 31)		40		26		66
Wausau	Marathon	49		26		75
Wautoma	Waushara	43		26		69
Wisconsin Dells	Columbia					
(June 1–September 14)		82		30		112
(September 15–May 31)		42		30		72
WYOMING						
Casper	Natrona	41		30		71
Cheyenne	Laramie	48		30		78
Cody	Park					
(May 1–September 30)		53		26		79
(October 1–April 30)		40		26		66
Gillette	Campbell	42		26		68
Jackson	Teton					
(June 1–October 14)		75		34		109
(October 15–May 31)		57		34		91
Rock Springs	Sweetwater	41		26		67
Thermopolis	Hot Springs					
(June 1–September 14)		47		26		73
(September 15–May 31)		40		26		66

¹ Unless otherwise specified, the per diem locality is defined as “all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries.”

² Per diem localities with county definitions shall include “all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties.”

³ Military installations or Government-related facilities (whether or not specifically named) that are located partially within the city or county boundary shall include “all locations that are geographically part of the military installation or Government-related facility, even though part(s) of such activities may be located outside the defined per diem locality.”

⁴ Federal agencies may submit a request to GSA for review of the costs covered by per diem in a particular city or area where the standard CONUS rate applies when travel to that location is repetitive or on a continuing basis and travelers’ experiences indicate that the prescribed rate is inadequate. Other per diem localities listed in this appendix will be surveyed on an annual basis by GSA to determine whether rates are adequate. Requests for per diem rate adjustments shall be submitted by the agency headquarters office to the General Services Administration, Federal Supply Service, Attn: Transportation Management Division (FBX), Washington, DC 20406. Agencies should designate an individual responsible for reviewing, coordinating, and submitting to GSA any requests from bureaus or subagencies. Requests for rate adjustments shall include a city designation, a description of the surrounding location involved (county or other defined area), and a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate. The request also must contain an estimate of the annual number of trips to the location, the average duration of such trips, and the primary purpose of travel to the locations. Agencies should submit their requests to GSA no later than May 1 in order for a city to be included in the annual survey.