

SAM-TRAVEL

LONG-TERM TRAVEL

0722

(Revised 9/07)

Employees on travel status for longer than 31 consecutive days qualify for long-term travel per diem. The full long-term per diem is paid for each 24-hour period provided the employee's primary residence is occupied by the employee's dependents or is maintained at a net expense greater than \$200 per month. If an employee does not maintain a separate residence, payment is one-half the full long-term rate. The rate ends when an employee is assigned to another geographic area. If long-term lodging is not available, then short-term rates may be approved beyond 31 days with advance approval of the appointing authority. Partial days of long-term travel are paid as follows: Less than 12 hours- one half the long-term rate; 12-24 hours-full long-term rate. This rate includes meals, lodging, and incidental allowances. Consult the DPA Rules and employee MOU for current per diem rates.