

LABOR RELATIONS



November 14, 2023

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Mr. Ivan Butts
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Ivan:

As a matter of general interest, the Postal Service is updating Handbook F-15, *Travel and Relocation*, Appendix A-2, *Travel Per Diem Rates*.

Per diem rates for domestic travel outside the continental United States will now be set by the Department of Defense.

As such, revisions to Handbook F-15, *Travel and Relocation*, Appendix A-2, *Travel Per Diem Rates* will reflect the new policy guideline on the per diem rate and meal deductions for Alaska, Hawaii, Puerto Rico and other U.S. possession locations. These changes are being made so existing travel policies and systems are consistent with the Department of Defense rates for these locations.

Enclosed are two copies of the revised Handbook F-15, *Travel and Relocation*, Appendix A-2, *Travel Per Diem Rates*, one with and one without changes identified.

Please contact Bruce Nicholson at extension 7773 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "J Lloyd".

James Lloyd
Director
Contract Administration (NALC)

Enclosures

A-2 Travel Per Diem Rates

Effective immediately, the Postal Service will no longer publish annual per diem rates.

Domestic Per diem rates — also known as “Meals and Incidental Expenses” (M&IE) — are allowances that cover the cost of meals and incidental expenses incurred during travel, including for fees and tips given to porters, baggage carriers, hotel staff, and for other similar services.

The per diem rates for domestic travel *within* the continental United States (except for are available on the General Services Administration (GSA) website at www.gsa.gov/perdiem.

Note: Travel to Norman, Oklahoma) are available on the GSA website at www.gsa.gov/perdiem; follows the current standard location daily rate established by GSA.

Domestic The per diem rates for the noncontinental domestic travel *outside* the continental United States (such as to Alaska, Hawaii, Puerto Rico, and U.S. possessions) will follow the rate for GSA’s high-cost rates set by the Department of Defense (DoD). Calculate the per diem rates for these locations. These rates can be found by checking the meals and incidental expenses breakdown rates using the Local Meals and Local Incidentals rates provided by the DoD chart that is accessible through the DoD link on GSA’s the GSA website at www.gsa.gov/perdiem; under “Per Diem,” click *M&IE Breakdown* noted above.

International per diem rates are available on the Department of State’s website at <http://aoprals.state.gov>; under “Per Diem Rates,” click *Foreign Per Diem Rates*.

The per diem rate for Norman, Oklahoma, is as follows:

	Per Diem Rate	Breakfast	Lunch	Dinner
Norman, OK	\$46 per day	\$6	\$10	\$20

The per diem rates for foreign locations follow the rates set by the Department of State (DoS) chart that is accessible through the DoS link on the GSA website noted above.

It is important that USPS employees adhere to these guidelines and use the appropriate resources to determine per diem rates. By doing so, travelers can ensure that they are accurately reimbursed for their M&IE while on official travel.