

ADMINISTRATIVE SUPPORT TEAM MEMORANDUM



Vientiane, Laos

Number 74-001

July 16, 1973

SUBJECT: Per Diem Rates for Travel Within and Outside Laos for American Personnel

I. This Memorandum prescribes the maximum per diem allowances for official travel within and outside Laos by American personnel of the Agencies of the U. S. Mission, except the Office of the Military Attaches, and sets forth the procedures with respect to per diem payments. Joint Travel Regulations are applicable to American personnel of the Office of the Military Attaches.

Effective July 16, 1973, employees will be reimbursed at the following rates for travel expenses incurred while on temporary duty away from post of assignment.

A. Travel Within Laos

Vientiane and Luang Prabang - A flat rate of \$7.00 plus average lodging cost.

All other locations ----- A flat rate of \$5.00 plus average lodging cost.

The employee is to state on the travel voucher:

"I certify that the average lodging cost was _____."
(cost of hotel room, averaged if TDY involved stay at more than one lodging facility) The reimbursable total shall not exceed the maximum allowable per diem rate specified in Standardized Government Travel Regulations.

(continued)

DISTRIBUTION:

Embassy - 100	USIS - 15	CASI - 10	AHI - 5
USAID - B, E	ARMA/AIRA - 60	Air America - 10	

B. Travel to Other Countries

Rates specified in Standardized Government Travel Regulations.

II. Restrictions to Payment of Per Diem

A. Per diem will not be paid when the period of TDY is 10 hours or less during the same calendar day, except when the travel period is 6 hours or more and begins before 6:00 a. m. or ends after 8:00 p. m.

B. When an employee commutes daily to his official duty post, per diem is not allowed either at his permanent duty station or at his place of abode.

C. In cases where a separate residence has been established for an American employee's family and quarters have been provided for the employee at his post of duty, per diem is not allowed at residence location or post of duty.

III. Reductions in Per Diem Rate

A. Per diem will be reduced by 25 percent after 21 days and eliminated after 60 days of TDY assignment at one location, unless otherwise authorized in exceptional circumstances by the Administrative or Executive Officer. Absences of 30 consecutive calendar days or less from the TDY location for any purpose will not affect the TDY assignment with regard to reduced and discontinued per diem. Leave taken by an employee does not constitute a break in the assignment.

B. If meals are provided by USG or RLG, the flat rate for locations in Laos will be reduced by 35 percent. The travel voucher is to bear the notation: "I certify that meals were (were not) furnished by USG or RLG."

IV. The attachment to vouchers of receipts from commercial lodging facilities (hotels and rooming houses) will be required as evidence of eligibility for full per diem rates only if the individual elements represented on the AST require them.

V. This Memorandum and the accompanying Memorandum covering rates for FSL and TCN personnel (ASTM 74-002) cancel ASTM 68-015 dated June 28, 1968, ASTM 70-019 dated February 24, 1970, and ASTM 73-020 dated January 26, 1973.


Maurine Crane
Acting Chairman