



Office of Government-wide Policy  
U.S. General Services Administration

August 3, 2023

FEDERAL TRAVEL REGULATION  
GSA Per Diem Bulletin FTR 24-01

TO: Heads of Federal Agencies

SUBJECT: Fiscal Year (FY) 2024 Continental United States (CONUS) Per Diem Reimbursement Rates

1. What is the purpose of this bulletin? The U.S. General Services Administration's (GSA) FY 2024 per diem reimbursement rates review has resulted in lodging and meal allowance changes for certain locations within CONUS to provide for reimbursement of Federal employees' subsistence expenses while on official travel.

This Per Diem Bulletin updates the maximum lodging allowance rates in some existing per diem localities. Two new non-standard area (NSA) locations were added for FY 2024: Charles Town, West Virginia (Jefferson County), and Huntsville, Alabama (Madison County). The standard CONUS lodging rate will increase from \$98 to \$107. The M&IE per diem tiers for FY 2024 are unchanged at \$59-\$79, with the standard M&IE rate unchanged at \$59.

2. What is the background of this bulletin? This bulletin, once published on the GSA website, effects a revision of the per diem reimbursement rates prescribed by GSA's Office of Government-wide Policy (OGP) for CONUS locations. Other than the changes posted on the GSA website, notices published periodically in the *Federal Register* now constitute the only notification of revisions to CONUS per diem reimbursement rates to agencies. Per diem reimbursement rates are published at <https://www.gsa.gov/perdiem> as a Federal Travel Regulation (FTR) GSA Per Diem Bulletin.

3. Can agencies authorize actual expense reimbursement if their travelers cannot find rooms at the per diem reimbursement rates? If per diem reimbursement rates are insufficient to meet expenses, the FTR permits actual expense reimbursement up to 300% of the applicable maximum per diem rate, pursuant to FTR §§ 301-11.300 through 301-11.306.

4. What is the effective date of this bulletin? This bulletin is effective upon the date of publication, and applies to travel performed on or after October 1, 2023, through September 30, 2024.

5. Whom should I contact for further information? For clarification of content, contact Sarah Selenich, OGP, Office of Asset and Transportation Management, at (202) 969-7798 or by email at [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov). Please cite GSA Per Diem Bulletin FTR 24-01.

By delegation of the Administrator of General Services,

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