

TRAVEL EXPRESS USER MANUAL..... 1
INTERNATIONAL, ALASKA, AND HAWAII TRAVEL PER DIEM 1

TRAVEL EXPRESS USER MANUAL

PER DIEM FOR INTERNATIONAL, ALASKA, AND HAWAII DESTINATIONS

When creating a travel request or a travel voucher for international travel or travel to Alaska or Hawaii, the Per Diem Allowed Meals cannot be automatically populated. This is due to the variability in rates, which cannot be programmed into the application.

- If creating a request for travel to Alaska or Hawaii, select the state from the Destination (state) drop down menu. Then enter the name of the city or region in the **Destination (city)** field.
- Click **Save & Continue**.

Figure 1 - Hawaii destination

The screenshot shows the 'Voucher' tab of the application. The 'Destination(state)' dropdown menu is open, and 'HAWAII' is selected. A red circle highlights the 'HAWAII' option. The 'Origin(state)' is 'IDAHO' and 'Origin(city)' is 'BOISE'. The 'Destination(city)' field is empty. The 'Purpose for Travel' field is also empty.

- If creating a request, click the **International** check box if traveling out of country. The **Destination (state)** field will display “International”. Then enter the name of the city or region in the **Destination (city)** field. Since this field does not determine Per Diem amounts, there are no rules regarding how to enter this field.
- Click **Save & Continue**.

Figure 2 - International Travel

The screenshot shows the 'Voucher' tab of the application. The 'Destination(state)' dropdown menu is open, and 'INTERNATIONAL' is selected. A red circle highlights the 'INTERNATIONAL' option. The 'Origin(state)' is 'IDAHO' and 'Origin(city)' is 'BOISE'. The 'Destination(city)' field is empty. The 'Purpose for Travel' field is also empty.

You may take whatever the meal amounts are allowed. For the most accurate record of your travel:

1. On the **Per Diem** screen, check the **Per Diem Allowed Meals** check boxes any meals taken (breakfast, lunch, and dinner).
2. Then manually calculate and enter the **Allowed Meals** amounts. Click **Save** when finished, and continue with the request or voucher.
3. In some cases, you may enter an Allowed Meal amount and then press TAB or click into another field and the amount that you entered changes to zero. If this happens, go back to the voucher screen and change the destination state and city to something else and then click Save. This will essentially “reset” the Per Diem screen. Then change the destination back to your true destination and click Save. The Per Diem screen should save your entered amounts.

To find per diem amounts, go to [the GSA Web site](#). It states, “Rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the Department of Defense. The State Department establishes rates for foreign countries, and the site has links for those rates.)

Figure 3 - DoD site for Alaska or Hawaii per diems

Per Diem Rates Query

CONTIGUOUS UNITED STATES		OUTSIDE CONUS, Non-Foreign Overseas and Foreign	
Updated: 08/23/2017 View summary of changes		Updated: 03/27/2018 View summary of changes	
STATE:	FISCAL YEAR:	COUNTRY/STATE: (incl. Alaska & Hawaii)	PUBLISHED:
STANDARD CONUS RATE	2018	HAWAII	01 APR 18
<input type="checkbox"/> FLAT RATE PER DIEM FOR TDY OVER 30 DAYS		<input type="checkbox"/> FLAT RATE PER DIEM FOR TDY OVER 30 DAYS	
<input checked="" type="checkbox"/> INCLUDE ALL CITIES AND TOWNS		<input checked="" type="checkbox"/> INCLUDE MILITARY INSTALLATIONS	
<input checked="" type="checkbox"/> INCLUDE MILITARY INSTALLATIONS			
CALCULATE		CALCULATE	

Per Diem Rate Files (ASCII, XML, and PDF)

International Travel Requests and Vouchers

Even if you enter Allowed Meals amounts on a request for international travel, these will not populate the voucher per diem amounts when the voucher is created from that approved request. You will still have to look up and enter the amounts on the voucher.

To find per diem amounts, go to [the GSA Web site](#). It provides a link to State Department’s web site. Also, refer to the “foreign travel” section of the [Idaho Board of Examiner’s State Travel Policy](#).

U.S. DEPARTMENT OF STATE
DIPLOMACY IN ACTION

Home > Under Secretary for Management > Bureau of Administration > Office of Allowances

Office of Allowances

Foreign Per Diem Rates by Location

You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking "Go" will display Per Diem data for all locations within the country selected.

Country: All Locations

- AFGHANISTAN
- ALBANIA
- ALGERIA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA

You may use the input field below to enter a country name. Clicking "Go" will display Per Diem data for all locations within the country selected. "*" serves as a wildcard character. Click "Go".