



Title: VI, Systems Access Manual

Chapter: 6, Travel and Transportation, Section 2, Travel System Data Entry Procedures for Personal Computer (PC-TRVL)

Bulletin: PC-TRVL 03-2, FY 2004 Per Diem Rate Highlights

Date: December 5, 2003

To: Holders of the PC-TRVL Procedure

This bulletin announces the availability of the PC-TRVL per diem rate update through the National Finance Center's (NFC) home page (www.nfc.usda.gov) on the Internet. In addition to updating TRVL per diem rates, PC-TRVL users must update the Standard Continental United States (CONUS) meals and incidental expenses (M&IE) rate in the PC-TRVL setup file. Instructions are provided below. This bulletin is issued in accordance with Federal Travel Regulation Per Diem Bulletin 04-1 which announced a \$1 increase in incidental expenses in all per diem localities, including Standard CONUS. The rate change is effective for travel on or after October 1, 2003.

Updating CONUS M&IE

To update Standard CONUS M&IE, follow the instructions under Establishing Data Defaults (Travel Remote Entry Setup Screen Function) in the PC-TRVL procedure to access the PC-TRVL setup screen. Follow the instructions under Modifying Data Defaults (Travel Remote Entry Setup Screen Function) to change the M&IE from \$30 to \$31. When **[Esc]** is pressed to exit the setup screen, the table files are re-indexed and default CONUS is updated.

Updating TRVL Per Diem Rates

PC-TRVL users are reminded that Table Management (TMGT) Table 87, TRVL Per Diem Rates, is updated periodically. To ensure that you are using the most current rates for TRVL processing, please update the per diem table in your PC-TRVL software on a regular basis.

Downloading PC-TRVL Rate Tables

To download the Travel Per Diem Rates, follow the instructions below.

1. Go to NFC's home page at <http://www.nfc.usda.gov>.
2. Click the NFC Download Center icon at the top of the page.

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3. Click *Travel Per Diem Rates in Dbase Format* to download the per diem rates to the PC-TRVL default directory (C:\NFCTRAV).
4. Follow the setup screen instructions under Establishing Data Defaults (Travel Remote Entry Setup Screen Function) in the PC-TRVL procedure to access the PC-TRVL setup screen. No changes should be made to the setup screen at this time. When **[Esc]** is pressed to exit the setup screen, the table files are re-indexed and updated in the per diem table.
5. Follow the instructions in the PC-TRVL procedure to access PC-TRVL.
6. Follow the Tables Maintenance instructions in the PC-TRVL procedure to access the new per diem table and ensure that the data was properly loaded.

Please refer questions about PC-TRVL to Customer Relations personnel at **504-255-4851** . Refer questions about Travel System processing to Travel and Transportation Section personnel at **504-255-4878** . Refer questions about this bulletin to the Quality Assurance Branch at **504-255-5322** or via e-mail at *nfc.pvct@usda.gov*.



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