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FM DFAS INDIANAPOLIS IN

TO AIG 4579

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SUBJ/FY24 LOCALITY RATE ERROR IN IATS FOR MADISON COUNTY, AL/ (TRAVEL TECHNICAL MESSAGE 24-01)//  
RMKS/

1. THE INTEGRATED AUTOMATED TRAVEL SYSTEM (IATS) FUNCTIONAL OFFICE HAS BEEN INFORMED THAT THE MEALS AND INCIDENTAL (M&IE) PORTION OF THE FISCAL YEAR 2024 LOCALITY RATES FOR HUNTSVILLE, ALABAMA AND REDSTONE ARSENAL, ALABAMA LOCATED IN MADISON COUNTY ARE INCORRECT.
2. THE M&IE RATE FOR BOTH LOCATIONS INCREASED FROM \$59 TO \$74 EFFECTIVE OCTOBER 1, 2023, HOWEVER, THE OCTOBER RATE FILE CONTAINED AN ERROR BY WHICH THE M&IE RATE WAS NOT PROPERLY UPDATED.
3. THE IATS VENDOR HAS CORRECTED THE M&IE ISSUE WHICH WILL BE MADE AVAILABLE IN THE NOVEMBER RATE UPDATE FILE. CLAIMS PROCESSED BY TRAVEL OFFICES MAY CONTAIN UNDERPAYMENTS OF PER DIEM IF TRAVEL WAS PERFORMED IN HUNTSVILLE OR REDSTONE ARSENAL, ALABAMA AND THE LODGINGS PLUS LOCALITY RATE WAS APPLICABLE.
4. IT IS SUGGESTED THAT TRAVEL OFFICES MANUALLY UPDATE THE M&IE RATES FOR HUNTSVILLE AND REDSTONE ARSENAL, ALABAMA INSTEAD OF WAITING ON THE NOVEMBER RATE UPDATE. TO MANUALLY UPDATE LOCALITY RATES, A USER MUST HAVE ACCESS TO THE IATS MAINTENANCE PRIVILEGE. ORDINARILY, THE SYSTEM ADMINISTRATOR HAS THIS PRIVILEGE.
5. TO MANUALLY UPDATE THE M&IE RATE FOR BOTH HUNTSVILLE AND REDSTONE ARSENAL, ALABAMA LOCATIONS, PLEASE PERFORM THE FOLLOWING STEPS.
  - A. LOG INTO IATS.
  - B. GO INTO THE MAINTENANCE VIEW.
  - C. CLICK "LOCALITY DATA".
  - D. CLICK "LOCALITY RATES".
  - E. TYPE "AL" OR SELECT "AL ALABAMA" FROM THE DROPDOWN LIST IN THE COUNTRY/STATE SELECTION FIELD.
  - F. TYPE "HUNTSVILLE" OR SELECT "HUNTSVILLE/MADISON" FROM THE DROPDOWN LIST IN THE LOCALITY SELECTION FIELD.
  - G. CLICK IN THE M&IE RATE FIELD FOR EFFECTIVE DATE 10/1/2023.
  - H. TYPE "74" IN THE M&IE RATE FIELD AND HIT ENTER. THE FORMER \$59 M&IE RATE CHANGES TO \$74.
  - I. CLICK THE "APPLY" BUTTON.
  - J. TYPE "REDSTONE ARSENAL" OR SELECT "REDSTONE ARSENAL (HUN)" FROM THE DROPDOWN LIST IN THE LOCALITY SELECTION FIELD.
  - K. CLICK IN THE M&IE RATE FIELD FOR EFFECTIVE DATE 10/1/2023.
  - L. TYPE "74" IN THE M&IE RATE FIELD AND HIT ENTER. THE FORMER \$59 M&IE RATE CHANGES TO \$74.
  - M. CLICK THE "OK" BUTTON TO ACCEPT THE CHANGES AND EXIT THE LOCALITY RATES TABLE.
  - N. IT IS RECOMMENDED THAT YOU REPEAT STEPS D - F FOR BOTH LOCATIONS TO ENSURE \$74 IS DISPLAYED IN THE M&IE FIELD FOR EFFECTIVE DATE 10/1/2023.
  - O. CLICK THE "DONE" BUTTON TO EXIT MAINTENANCE.

6. POC FOR THIS MESSAGE AND THE IATS PROCEDURES CONTAINED WITHIN IS THE IATS HELP DESK AT 317-212-7718.

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TRAVEL TECHNICAL MESSAGE 24

-01 (FY24 LOCALITY RATE ERROR IN IATS FOR  
MADISON COUNTY, AL)

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