



**Alabama Department of Environmental Management**  
[adem.alabama.gov](http://adem.alabama.gov)

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February 25, 2025

**MEMORANDUM**

**TO:** Alabama Tank Trust Fund Response Action Contractors

**RE:** **Revised Maximum Allowable Per Diem Rates** Alabama Underground and Aboveground Storage Tank Trust Fund Effective Date – April 1, 2025

The Department has established new maximum allowable per diem rates for work performed on or after **April 1, 2025**, at Tank Trust Fund eligible sites.

The maximum allowable per diem rates for work performed are as follows:

<b>PER DIEM CATEGORY</b>	<b>RATE</b>
Per Diem Daily Meals & Incidentals (6-12 hours)	\$19.00
Per Diem Daily Meals & Incidentals (greater than 12 hours)	\$47.00
Per Diem Daily Meals & Incidentals (Overnight)	\$68.00
Hotel Rate (Overnight only, Invoice Required)	Up to \$150.00/night

Since the cost proposals which have already been prepared or will soon be prepared are in various stages of preparation and implementation, please note the following guidelines which discuss various scenarios regarding cost proposal/payment request issues.

Cost Proposals to Be Submitted to ADEM:

Effective immediately, Trust Fund Contractors may begin using the revised per diem rates for preparing cost proposals.



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(205) 941-1603 (FAX)

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(256) 353-1713  
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**Coastal Office**  
1615 South Broad Street  
Mobile, AL 36605  
(251) 450-3400  
(251) 479-2593 (FAX)

Cost Proposals Submitted but not yet approved by ADEM:

For cost proposals already received by the Department and not yet approved, the per diem rates will be modified by the UST Corrective Action staff to reflect the recently revised rates.

Previously approved cost proposals that will include per diem charges on or after April 1, 2025, where the associated payment request has not yet been submitted:

For those cost proposals previously approved that will be implemented on or after April 1, 2025, the revised rates can be utilized and can be included in a future associated payment request.

The use of these revised rates may cause the payment request to exceed the previously approved cost proposal amount. Where an exceedance is due solely to the use of the higher rates, an addendum will not be necessary to be submitted

Revised Unit Rate Cost Proposal and Payment Request Forms:

The Department has prepared a new draft Unit Rate Cost Proposal and Payment Request Forms, to reflect the changes included in this memorandum. The form “Alabama Tank Trust Fund Forms 31 and 32 February 2025 M9 DRAFT” will be available on the Department’s website under the UST Program, Tank Trust Fund information section.