ON TAP FOR TODAY...

- Foreign Area Per Diem
  - How Is It Different?
  - Who Sets & Updates the Rates?
  - What About Special Events?
  - What About New Locations?
  - How Do I Request a Rate Review?
FOREIGN AREA PER DIEM

- Updates Published and Effective First Day of Each Month
- Published Rates in U.S. Dollars
- Exchange Rate Adjusted
- Internet Look-Up & Excel Formats

http://aoprls.state.gov

- Left-Side Menu: “Foreign Per Diem Rates”
Per Diem Rates

Current and Prior Year Rates

- Foreign Per Diem Rates by Location
- FTR Appendix B (Breakdown of Meals/Incidentals)
- Excel Version of Foreign Per Diem Rates

Foreign Per Diem rates are established monthly by the Office of Allowances as maximum U.S. dollar rates for reimbursement of government civilians traveling on official business in foreign areas. Lodging and M&IE (Meals & Incidental Expenses) are reported separately followed by a combined daily rate. The breakdown of rates by meals and incidentals is found in Appendix B. For regulations pertaining to these rates, see the Federal Travel Regulation (FTR) established by the General Services Administration and implementing regulations established by Federal Agencies. (Foreign Affairs Agencies - see Foreign Affairs Manual (FAM) (Vol. 14); Defense Agencies - see Chapter 4 of the JFTR, Vol. 1 for members of the uniformed services; see the JTR, Vol. 2 for civilians.)

The Bureau of Public Affairs of the Department of State offers a subscription service that permits individuals to receive notices when Foreign Travel Per Diem rates are updated.

The Chapter 925 Per Diem Supplement to the Standardized Regulations (Government Civilian, Foreign Areas) lists all foreign areas alphabetically. Where a country or island is listed it is intended to include all territory within the boundaries of that country or island including any off-shore islands in the same general vicinity. It will not include countries which are not recognized by the United States, or areas which have limited or no U.S. Government presence.
HOW IS FOREIGN PER DIEM DIFFERENT?

- TDYs: Generally Same as Domestic Travel
- Exceptions:
  - Lodging Tax: DOS Includes Taxes and Fees in Published Per Diem Rates
    See FTR §301-11.27 – Not Separately Reimbursable
  - Laundry / Dry Cleaning: DOS Includes in Foreign Area M&IE Rates
    See FTR §301-11.31 – Claims Not Allowed
WHO SETS & UPDATES THE RATES?

- Based on Survey Data – Worldwide Missions & Other Agencies Collect, Certify, & Submit Data
- Department of State Posts – eAllowances Application
- Other Agency Overseas Locations – In Concert with DOS Mission
- Data Analysis at Office of Allowances
- Monthly Exchange Rate Analysis

http://aopralsl.state.gov
SCREEN SHOTS OF EALLOWANCES
WHAT ABOUT SPECIAL EVENTS?

- Examples: POTUS Travel, G8 & NATO Summits
- Coordinate With DOS Mission
- Contact Office of Allowances:
  
  AllowancesO@state.gov (email)
  202-261-8700 (Tel) 202-261-8707 (Fax)

- Special Rates Not Always Needed! Don‘t Forget FTR 301-11 Subpart D: Actual Expense Reimbursement (must be approved in advance)
WHAT ABOUT NEW LOCATIONS?

- Must Demonstrate USG Traveler Need
- Work With Agency Travel Representatives
- Work With U.S. Diplomatic Mission
HOW DO I REQUEST A RATE REVIEW?

- Work With Agency Travel Representatives
- Detail the Justification
- Office of Allowances – Liaisons with All Federal Agencies
- Liaison Offices May Request Review
- Forward Questions to the Office of Allowances

AllowancesO@state.gov
STATE DEPARTMENT INTERNET RESOURCES

- Department of State
  - [http://www.state.gov](http://www.state.gov) State Department Home Page
  - [http://travel.state.gov](http://travel.state.gov) Consular Affairs Travel Portal
  - [http://aoprrals.state.gov](http://aoprrals.state.gov) Office of Allowances
HOW TO CONTACT ALLOWANCES

- Email: AllowancesO@state.gov
- Phone: 202-261-8700
- Fax: 202-261-8707 or 202-261-8708
- George Indyke – Director
- Audrey E. Thurman – Supervisor (Africa, Central Asia, Eastern Europe, Western Hemisphere)
- Joyce McNeil – Supervisor (Near East, South Asia, East Asia/Pacific, Western Europe)
- Marco Cuniberti – Policy & Regulations Specialist
CONUS Per Diem and GSA's Rate Setting Process

Jill Denning
Program Manager
Travel Management Policy (MTT)
Office of Travel, Transportation and Asset Management

National Travel Forum 2010
WHAT WE WILL DISCUSS

- Background
- Lodging Methodology
- FY10 Rate Results/Statistics
- Plans and Schedule
WHAT ARE PER DIEMS?

Federal Traveler reimbursement allowances for:

- Lodging: TDY
- Meals: Breakfast, lunch and dinner
- Incidentals expenses: Fees and tips (excluding tips for taxis, airport shuttles, etc.)
PURPOSE OF PER DIEM

GSA sets per diem rates that fairly reimburse Federal employees for their expenses while traveling to achieve their agencies’ mission.

This requirement is set out in 5 U.S.C. Section 5702:

Employees are entitled to “...reimbursement for the actual and necessary expenses of official travel not to exceed an amount established by the Administrator for travel within
Three Federal agencies set per diem rates:

- **GSA:** CONUS
- **DoD:** US territories/possessions, Alaska, Hawaii (OCONUS)
- **Dept. of State:** Foreign locations

Two Types of Lodging Rates:

- **Standard CONUS:** Every three years
- **Non-Standard Areas (NSAs):** Annually
BACKGROUND

Stakeholders:

• Federal Travelers & Agencies, OMB, GSA, Taxpayers
• Others: FEBs, ETS, CVBs, hoteliers, travel/lodging industry, Congress...
NON STANDARD AREA (NSA) METHODOLOGY

Primary ZIP Codes

FEMA Fire Safe  Mid Range Priced

10K+ properties used; average 25 each NSA
Lodging Methodology for NSA's

1. Determine NSAs & primary zips
2. Use updated fire safe hotel list
3. Obtain ADR data
4. Analyze Data
5. Obtain GSA and OMB approval
6. Results in lodging rates
NSA APPLY AND RUN AREAS

Standard CONUS Apply

NSA Apply

NSA Run
# METHODOLOGY EXAMPLE

<table>
<thead>
<tr>
<th>Category</th>
<th>Price</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economy</td>
<td>$132</td>
<td>outside of range</td>
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<tr>
<td>Midscale</td>
<td>$154</td>
<td></td>
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<tr>
<td>Midscale</td>
<td>$162</td>
<td></td>
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<tr>
<td>Independent</td>
<td>$227</td>
<td></td>
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<tr>
<td>Upper Upscale</td>
<td>$227</td>
<td></td>
</tr>
<tr>
<td>Upscale</td>
<td>$230</td>
<td></td>
</tr>
<tr>
<td>Luxury</td>
<td>$237</td>
<td>outside of range</td>
</tr>
<tr>
<td>NSA's ADR</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>Lodging Per Diem Rate</td>
<td>$190</td>
<td>less 5%</td>
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DENVER, CO – PER DIEM RATES
Lodging Properties Selected by Smith Travel Research (STR) for the 2009 Per Diem Rate for the Denver NSA

<table>
<thead>
<tr>
<th>Census ID</th>
<th>FEMA ID</th>
<th>Within Rate Range</th>
<th>Run Market</th>
<th>Include y/n</th>
<th>Property Name</th>
<th>City</th>
<th>ST</th>
<th>Zip</th>
<th>County</th>
<th>Scale</th>
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<tbody>
<tr>
<td>220</td>
<td>CO0267</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>Holiday Inn Denver City Center</td>
<td>Denver</td>
<td>CO</td>
<td>80202</td>
<td>Denver</td>
<td>Midscale W/ F&amp;B Chains</td>
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<tr>
<td>6782</td>
<td>CO0016</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>Marriott Denver City Center</td>
<td>Denver</td>
<td>CO</td>
<td>80202</td>
<td>Denver</td>
<td>Upper Upscale Chains</td>
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<tr>
<td>8959</td>
<td>CO0138</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>Hyatt Grand Denver</td>
<td>Denver</td>
<td>CO</td>
<td>80202</td>
<td>Denver</td>
<td>Upper Upscale Chains</td>
</tr>
<tr>
<td>9582</td>
<td>CO0246</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>Adam’s Mark Hotel Denver</td>
<td>Denver</td>
<td>CO</td>
<td>80202</td>
<td>Denver</td>
<td>Upscale Chains</td>
</tr>
<tr>
<td>10436</td>
<td>CO0166</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>Westin Tabor Center</td>
<td>Denver</td>
<td>CO</td>
<td>80202</td>
<td>Denver</td>
<td>Upper Upscale Chains</td>
</tr>
<tr>
<td>15782</td>
<td>CO5101</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>The Curtis Hotel</td>
<td>Denver</td>
<td>CO</td>
<td>80202</td>
<td>Denver</td>
<td>Independents</td>
</tr>
<tr>
<td>15783</td>
<td>CO0047</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>The Oxford Hotel</td>
<td>Denver</td>
<td>CO</td>
<td>80202</td>
<td>Denver</td>
<td>Independents</td>
</tr>
<tr>
<td>26311</td>
<td>CO0282</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>Comfort Inn Denver Downtown</td>
<td>Denver</td>
<td>CO</td>
<td>80202</td>
<td>Denver</td>
<td>Midscale w/o F&amp;B Chains</td>
</tr>
<tr>
<td>34326</td>
<td>CO772</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>Courtyard Denver Downtown</td>
<td>Denver</td>
<td>CO</td>
<td>80202</td>
<td>Denver</td>
<td>Upscale Chains</td>
</tr>
<tr>
<td>34152</td>
<td>CO0717</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>The Magnolia Hotel Denver</td>
<td>Denver</td>
<td>CO</td>
<td>80202</td>
<td>Denver</td>
<td>Independents</td>
</tr>
<tr>
<td>53124</td>
<td>CO5103</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>Hyatt Regency Denver Convention Ctr</td>
<td>Denver</td>
<td>CO</td>
<td>80202</td>
<td>Denver</td>
<td>Upper Upscale Chains</td>
</tr>
<tr>
<td>53863</td>
<td>CO5088</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>Residence Inn Denver City Center</td>
<td>Denver</td>
<td>CO</td>
<td>80202</td>
<td>Denver</td>
<td>Upscale Chains</td>
</tr>
<tr>
<td>21217</td>
<td>CO0207</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>Ramada Inn Downtown</td>
<td>Denver</td>
<td>CO</td>
<td>80218</td>
<td>Denver</td>
<td>Midscale W/ F&amp;B Chains</td>
</tr>
</tbody>
</table>

Properties NOT on this list were NOT: in the run area; on the Fire-Safe List; or within mid-price range!
CONSIDERATIONS USED FOR FY10

- Only data of hotels/motels; no condos, dorms, B&Bs, cabins, extended stay properties
- No weekend travel rates
- Eliminated “floors” – followed the data
  - Data used: April 2008 – March 2009
  - Hotel industry’s rates began dropping quickly around Oct. 2008
FY10 LODGING RATE CHANGES

• In FY10, 70 percent of rates for NSAs remained the same or increased.

• In FY09, 94 percent increased, 2 percent were unchanged and 4 percent decreased.
FY10 PER DIEM LODGING RATE CHANGES

Rate Increase 57.5%
Decrease 29.9%
Unchanged 12.7%

$1-5  79.6%
$6-10 16.5%
$11+  3.9%
SUMMARY OF FY10 CONUS PER DIEM RATES

- Lodging Cost Impact $2.82 Billion (0.56% increase from FY09)
- Meals and Incidental Expense Cost Impact $1.44 Billion (15.91% increase from FY09)
- FY10 Total Per Diem Costs Estimated at $4.26 Billion (5.28% increase from FY09)
- Overall Travel Spend: $17.22 Billion; $215 Million increase equates to 1.2%
WAYS TO EXCEED PER DIEM

I) Actual Expense

+ Agency Approval
+ Up to 300% of per diem
+ Agencies discretion

WAYS TO EXCEED PER DIEM

2) Conference Lodging Allowance (CLA)
   + Up to 125% of lodging per diem rate to attend or plan conference (government agency sponsoring conference determines amount)
   + Federally sponsored

❌ FTR reference: §301-74 (www.gsa.gov/ftr)
REQUESTS FOR REVIEWS

Federal Agency Travel Manager writes letter stating per diem is inadequate. Include:

1. Trips annually
2. Address, ZIPs & rates where they need to stay
3. Frequency actual expense used
Requests for Reviews

• Requests postmarked by 12/31

• See www.gsa.gov/perdiem FAQs #5 and 6

• Rates can increase/decrease/remain unchanged
FY10 Special Reviews

Six areas reviewed:

• Cocoa Beach FL
• Leavenworth, KS
• Las Cruces, NM
• Oswego, NY
• Bristol, RI
• Midland, TX
## Activities - Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
<th>Requests Received</th>
<th>Evaluation Takes place</th>
<th>Results effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard CONUS Evaluation</td>
<td>Applies to most of CONUS where lodging rates are currently $70</td>
<td>Occurs automatically every 3 years</td>
<td>May-July 2010</td>
<td>FY11</td>
</tr>
<tr>
<td>Existing NSA Evaluation</td>
<td>NSAs are areas that have a lodging rate higher than standard CONUS.</td>
<td>Occurs automatically</td>
<td>May-July 2010</td>
<td>10/1/10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Posted Aug-Sep</td>
</tr>
<tr>
<td>NSA Reviews (Existing &amp; New)</td>
<td>NSA Reviews in the current fiscal year.</td>
<td>By December 31</td>
<td>February</td>
<td>By April 1</td>
</tr>
<tr>
<td>New NSA Request</td>
<td>Areas in standard CONUS evaluated as future NSA.</td>
<td>By March 31</td>
<td>May-July 2010</td>
<td>10/1/10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Posted Aug-Sep</td>
</tr>
<tr>
<td>Meal Study:</td>
<td>Meal rates are based on meals, taxes and tip costs in NSAs.</td>
<td>Occurs every 3 years</td>
<td>A. Feb, May-June</td>
<td>A. April 1/Sep 1</td>
</tr>
<tr>
<td>A. NSA new in FY</td>
<td></td>
<td></td>
<td>B. April-July 2012</td>
<td>B. FY13</td>
</tr>
<tr>
<td>B. All</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidental Expense Evaluation</td>
<td>Evaluate the rate established for fees and tips (excluding meals).</td>
<td>Occurs every 3 years</td>
<td>April-July 2012</td>
<td>FY13</td>
</tr>
</tbody>
</table>
POINTS OF CONTACT

Per Diem Program Manager:
Jill Denning, 202-208-7642
jill.denning@gsa.gov

Travel Policy Director:
Craig Flynn, 202-501-0306
OR: Email travelpolicy@gsa.gov
ADDITIONAL RESOURCES

Questions:  www.gsa.gov/perdiemquestion

E-Mail Notification:
  www.gsa.gov/travelpolicyemailnotification

Websites:
  gsa.gov/perdiem
  www.FedRooms.com
  http://www.usfa.dhs.gov/applications/hotel
  http://www.twitter.com/GSAtravelpolicy