

AGENDA

Joint Administrative Services Board
Monday October 6, 2014 1:00 p.m.
Joint Government Center

1. **Call to Order.**
2. **Approval of Minutes. (August 25 Minutes Attached).**
3. **Travel Policy.** Please consider the following:
 - a. The current policy is attached (pg. 7).
 - b. A survey of regional travel policies is attached (pg. 11).
 - c. GSA rate schedules are attached (pgl 12).
 - d. The board should decide whether detailed receipts should be required for meals and incidentals. Previous discussions lean “yes”. Federal Regs say only if over \$75. Commonwealth says no.
 - e. If it is determined that receipts for meals and incidentals should be required, the board should decide:
 - i. Whether the applicable GSA per diem rate should be reimbursed regardless of the receipt amount, or
 - ii. Whether the actual receipt amount should be reimbursed but only up to the GSA per diem rate.
 - f. The board should consider modifying the current policy concerning day travel. Section 19.4 states that meals for day travel are generally not reimbursable. However, the GSA policy to which we make reference is to reimburse day travel meals at 75% of the GSA meal rate. This latter method is preferred because there are instances of clearly valid day travel meal expenses (ex. Deputy transports patient to Waynesboro between 4 and 8 pm). State regs make a law enforcement exception.
 - g. The board should decide whether: meal and incidental expenses should be reimbursed to the employee, or whether a credit card can be used for these expenses. The problems associated with the credit card have been discussed, and if this method of meal reimbursement is permitted, a mechanism for recouping overcharges under item c, above, should be determined (ex. Dock pay, restrict further credit card use, dock future travel reimbursements).
 - h. The board should clarify whether airplane travel, and hotel reservations not directly connected to a conference, should be arranged centrally, as opposed to individual departments, to ensure the best rates.
 - i. Some limitation on room charges (room service, snacks, and restaurant meals) was discussed in August, and bears further discussion.
 - j. Regardless of decisions made on the above, it will be very important to communicate to all employees in advance how the policy will be enforced going forward. Employees need to understand that it is their responsibility to

seek valid reimbursements only, rather than making claims that go through all approval levels before being denied by Accounts Payable.

4. ERP Update.

- a. Employee Communication distributed.
- b. Chart of Accounts successfully loaded to new system:
 - i. Will permit revenue/expenditure match by function (ex. Swimming Pool or Lord Fairfax Tuition payments).
 - ii. Combines four systems into one: Finance, Treasury, Social Services, and School Activity Funds.
 - iii. Will permit tracking of projects (ex. International Baccalaureate or Historic Preservation Grant) without addition or continuance of accounts.
 - iv. Consolidates object codes (one object code for travel instead of separate mileage, travel, and convention codes).
 - v. Will permit tracking and reporting of overlapping grants: some grants are recurring (Title I or V-Stop) but each has separate terms and conditions. Much of this is currently managed by separate keying to spreadsheets to maintain proper accounting (no longer necessary).
 - vi. Account structure conforms to Auditor of Public Accounts and DOE standards permitting timely and less costly reporting.
- c. Sessions on conversion of finance data Tuesday-Friday of this week.
- d. Forms (checks, invoices, statements) definition Tuesday of next week.

5. Director Performance Evaluation. The JAS Director performance evaluation, by past practice, is due by the end of the calendar year. This has previously been undertaken by a collaborative effort of the County Administrator and School Superintendent then shared with the Board in closed session.

6. Next Meeting October 27.

August 25, 2014 Joint Administrative Services Board
Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, August 25, 2014 at 1:00 pm in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present

David Ash; Chuck Bishop; J. Michael Hobert; Sharon Keeler; Chip Schutte

Members Absent

None

Staff Present

Emily Johnston; Tom Judge; Lora Walburn

Others Present

Tony Roper

1. Call To Order - Determination of Quorum

At 1:00 pm, Michael Hobert called the meeting to order.

By consensus, the Board adopted the agenda as presented.

2. Approval of Minutes

Chip Schutte, seconded by Sharon Keeler, moved to approve the July 28, 2014 minutes as presented. The motion carried by the following vote:

David Ash	-	Aye
Chuck Bishop	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Charles "Chip" Schutte	-	Aye

3. Travel Policy

Emily Johnson, Accounts Payable Specialist, has recommended modifications to our current travel policies. Two recommendations directly address problems that have continued since the most recent revision of the travel policy in 2010.

Those recommendations are:

- A. Payment of per diem rates for meals in cases of overnight travel, rather than the current system of reimbursement for individual meals.*
- B. Development and mandated use of a single form for capturing travel expenditures.*

In addition to these items, Ms. Johnson will review additional modifications to current policy intended as clarification of current policy. Please find the current (p. 2) and proposed (p. 5) policies attached. Action is not requested at this meeting.

Tom Judge introduced Emily Johnson, Accounts Payable Coordinator. He briefly summarized Mrs. Johnson's recommendation advising that this would be an update under the purchasing policy. Emily Johnson answered questions from the Board during the course of its discussion. Highlights include:

- Concerns expressed:
 - Must continue to require documentation before and after including notation that the trip was authorized and made during the established time period.
 - Mistaken additions to the credit card charges.
 - Per Diem rates require further review.
 - Consider assigning responsibility for overages to account managers.
 - After-the-fact enforcement of overages or disputed charges.
- Follow Up Items:
 - Research policies in surrounding jurisdictions and provide comparisons.
 - Develop process for handling special situations.
 - Check VACo trip form.

4. ERP Update

Since the last meeting there has been two days of Chart of Accounts training and development, and one half day of Cloud Administration training.

There was also a meeting with Social Services to set up a chart of accounts for CCSS and CSA.

This week there will be two days of training on System Administration, and next week two days of training on Security and Workflow administration.

We plan to complete the Chart of Accounts draft by mid-September in advance of the annual financial audit. Board members should now have access to the Sharepoint site on which the project plan and calendar are laid out.

Attached is a proposed communication to employees regarding the new system (p. 22). The Board should discuss the text, as well as the best means of distributing it.

Highlights of Tom Judge's review and Board discussion include:

- Completed the implementation plan discussed by the Board at its July 28 meeting:
 - Made the requested changes to the risk register.
 - Uploaded the document.
- Completed the project plan.
 - Resolved date problems.
 - Uploaded the document.
- By consensus, the Board approved the text of the proposed memo as presented.
- By consensus, the Board agreed to have the notice signed by David Ash and Chuck Bishop.

5. Pay and Classification Update

JAS job descriptions were reviewed and forwarded to Evergreen. Evergreen is expected to respond in the near future through Rick Catlett.

Highlights of Tom Judge's review include:

- Reviewed Joint Administrative Services job descriptions.
- Rick Catlett has submitted the job descriptions to Evergreen.
- Evergreen has not yet responded.

6. Set Next Meeting

Tom Judge advised that the next regularly scheduled meeting of the Board was set for Monday, September 29, 2014.

Sharon Keeler and Mike Hobert advised that due to scheduling conflicts they were unable to attend the September 29 meeting.

By consensus, the Board agreed to change the regular meeting date from September 29 to October 6 at 1 at 1:00 pm in Meeting Room AB at the Berryville Clarke County Government Center.

6. Adjournment

At 1:50 pm, Chairman Hobert adjourned the meeting.

Minutes Recorded and Transcribed by: Lora B. Walburn

- a. the contemporaneous employment or financial interest of the County employee has been publicly disclosed;
- b. the County employee will be able to perform its procurement functions without actual or apparent bias or favoritism; and
- c. the award will be in the best interests of the County.

18.8. Use of Confidential Information. It shall be unethical for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

18.9. Sanctions. The County may impose any one or more of the following sanctions on a County employee for violations of the ethical standards in this Article:

- a. oral or written warnings or reprimands;
- b. suspension with or without pay for specified periods of time; or
- c. termination of employment.

The Board of Supervisors and/or the School Board may impose any one or more of the following sanctions on a nonemployee for violations of the ethical standards:

- a. written warnings or reprimands;
- b. termination of contracts; or
- c. debarment or suspension as provided in "Authority to Debar or Suspend"

18.10. Recovery of Value Transferred or Received in Breach of Ethical Standards. The value of anything transferred or received in breach of the ethical standards of this Resolution by a County employee or a nonemployee may be recovered from both County employee and nonemployee.

Upon a showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order there under, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the County and will be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

18.11. Discrimination. In the solicitation or awarding of contracts, the County shall not discriminate against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment.

ARTICLE 19: TRAVEL, MEAL, AND MILEAGE REIMBURSEMENTS

SUMMARY

- DEPENDING ON THE EXPECTED COST OF THE TRIP, THE EMPLOYEE MUST HAVE ACCOUNT MANAGER OR EXECUTIVE APPROVAL BEFORE DEPARTING.
- SUMMARY OF TRAVEL EXPENSES THAT ARE ELIGIBLE OR UNELIGIBLE FOR REIMBURSEMENT
- PROCEDURE FOR REQUESTING REIMBURSEMENT FOR MILEAGE, MEALS, AND PUBLIC TRANSPORTATION

- 19.1. Planning for Travel. The County will reimburse employees traveling on official County business for reasonable and necessary expenses involved. Travel expenses are open to the public and must be able to sustain the test of public review. When planning and paying for travel, economy, discretion, and necessity are of special importance. The use of County funds to accommodate personal comfort, convenience, and taste is not permitted.

Travelers must keep receipts and accurate records of all expenses to ensure correct reporting and submission of travel reimbursements.

The County will not act as a fiscal agent for expenses incurred by family members traveling with employees.

- 19.2. Travel Requisition. All travel requires the completion of a Travel Requisition. Minor travel is travel clearly totaling \$800 or less for all expenses, and which includes no lodging or fare expense. Major travel is travel likely to cost more than \$800, or which includes lodging or fare expense. An Account Manager must approve minor travel in advance. An Executive must approve major travel in advance.

The Requisition shall include a reason for the travel, a hard-copy confirmation of any and all hotel and airline expenses. The Requisition shall also include an estimate of meal expenses, conference/seminar registrations, and any other travel costs.

- 19.3. Advance Payments. Advance payments for direct-billed hotel/motel expenses are discouraged. Use of a County Credit Card is encouraged to secure room confirmations. Actual advance payments for travel will not be reimbursed prior to the trip.

- 19.4. Meal Expenses. Generally, meals that do not involve an overnight stay are not reimbursable. When staying overnight, the employee is permitted to request reimbursement for meals and incidental expenses incurred during the trip. The rates allowed for meals and incidental expenses are set per the U.S. General Services Administration. To view the rates, log onto www.gsa.gov and click on "per diem rates" and then click on Virginia. Please note that there are lower amounts allotted for first and last day stays. The Executive is authorized to approve exceptions to the GSA per diem rate provided that any exception authorized by the Executive is to be documented in writing setting forth a reasonable explanation for the exception.

To be reimbursed for any meal, the employee must have an Account Manager sign a completed Reimbursement Voucher and attach a copy of the receipt and other applicable paperwork.

One exception when meals may be reimbursed when an overnight stay is not involved is business meals. For the expense of a business meal to be reimbursed, the Reimbursement Voucher must include an Account Manager signature, the original receipt, a summary of the business that was discussed, and a list of all the individuals involved in the meal. The County employee initiating and sponsoring the cost of the business meal must have prior authorization from an Executive to spend County funds for a business meal.

- 19.5. Incidental Travel Expenses. Examples of Incidental Travel Expenses that are eligible for reimbursement include:

- a. Taxes and surcharges paid by the traveler for lodging.
- b. Business telephone calls and facsimiles made for official business purposes and paid for by the traveler may be claimed on the travel reimbursement voucher. A full explanation must be stated on the reimbursement voucher accompanied by supporting documentation. Individuals

using personally owned cellular telephones may be reimbursed for business calls when shown to be cost beneficial or out of necessity. In this case, an itemized cell phone statement must be included. In the event that free minutes are used for business calls, reimbursement is not permitted.

- c. Tolls and parking fees are reimbursable when paid for by the traveler in the course of conducting official County business.

Examples of Incidental Travel Expenses that are not eligible for reimbursement include:

- a. Lost or stolen articles
- b. Alcoholic beverages
- c. Damage to personal vehicles, clothing, or other items
- d. Services to gain entry to a locked vehicle
- e. Movies charged to hotel bills
- f. All expenses related to the personal negligence of the traveler, such as fines
- g. Entertainment expenses
- h. Personal vehicle towing charges
- i. Expenses for children, spouses, and companions while on travel status.

The above list is not all-inclusive. Travelers should use prudent judgment and remember that all travel expenses are open to the public and must be able to sustain the test of public review.

- 19.6. County-Owned Vehicles. When an employee is scheduled to travel for official County business, he/she is highly encouraged to contact the Maintenance Department to reserve one of the County-owned vehicles. The employee is expected to provide the Maintenance Department with as much advanced notice as possible.

When using a County-owned vehicle, the employee is expected to use the Fuel Card in the glove compartment of the vehicle or as provided by the Maintenance Department to fill the vehicle with fuel, as needed. Although rare, if an employee is in area that does not have a location that accepts the fuel card, the employee may use their personal funds for fuel and may request reimbursement fuel upon their return. However, the employee will be required to submit a copy of the receipt, a description of their trip, and the reasoning for not using the County Fuel Card with his/her request.

If possible, the employee should fill the County-owned vehicle with fuel before returning it to the Maintenance Department.

- 19.7. Mileage Reimbursement. When traveling for official County business, employees are permitted to use their personally owned automobile when a County-owned vehicle is not available, or when the use of a personally owned vehicle is cost-beneficial to the County. Employees electing to use their personal vehicle may request reimbursement for mileage by completing a Mileage Reimbursement Form. The Mileage Reimbursement Form shall include a description of the trip and the number of miles traveled for business purposes only. The Mileage Reimbursement Form shall be submitted to the Accounts Payable Department within thirty (30) days from the completion of the trip.

Mileage shall be reimbursed at the rate established by the Commonwealth of Virginia Department of General Services.

- 19.8. Public Transportation. Public transportation travel includes rental car, plane, train (including subway or metro), bus, taxi/shuttle, or other "for hire transportation." Public transportation rates must not

exceed those for tourist or coach class accommodations. Receipts for such expenses must be retained for submission with the travel voucher.

For taxis, metro rail, subway, shuttle vans, and other forms of "for hire transportation," receipts are required only if the reimbursement claim exceeds \$10.00.

Public transportation from place of lodging to other locations is only eligible for reimbursement if it is for official County business purposes.

APPENDIX

Included in this appendix are procurement forms and documents that shall be used by all County employees. The County's General Terms and Conditions are also included in this appendix. This appendix is a part of this resolution.

1. General Terms and Conditions.

These terms and conditions are a part of this resolution and all vendors must adhere to them.

2. Procurement Forms will be redesigned and added to the appendix once the aforementioned policies and procedures have been approved.

Locality	Breakfast	Lunch	Dinner	Incidentals	Daily Limit	Itemized Receipts Required	Additional Restrictions
Frederick County	GSA Rate	GSA Rate	GSA Rate	GSA Rate	GSA Rate	No	Reimbursed on actuals for daily travel, use P-Cards except on meals
Frederick County Public Schools	\$10	\$10	\$20	\$5	\$45	Yes	Will not reimburse for meals in Frederick/Winchester
Warren County	Actuals	Actuals	Actuals	N/A	\$100 Meals/Lodging	Yes	BOS may authorize higher daily maximum
Fauquier County	\$10	\$12	\$23	\$3	\$45	No	Reimbursed up to per diem
Fauquier County County Public Schools	Refer to VA	Refer To VA	Refer to VA	Refer To VA			Refer to rates as established by VA travel regulations
Shenandoah County	\$6	\$6	\$20		\$32	Yes	Breakfast/Lunch combined to be no more than \$12
Shenandoah County Public Schools	N/A	N/A	N/A	N/A	\$39	Yes	No meals reimbursed for non overnight travel; maximum tip 20%, no credit card use for meals
Winchester, VA	\$8	\$10	\$22			Yes	Employee pays out of pocket and get reimbursed
City of Staunton (Gov't/Schools?)	GSA Rate	GSA Rate	GSA Rate	GSA Rate	GSA Rate	No	No meals reimbursed for non overnight travel; maximum tip 20%
Prince George County	\$8/\$14	\$12/\$17.50	\$25/\$43.50		\$45/\$75	Yes	Average Cost Area/High Cost Area
Gloucester County	\$12	\$18	\$32			Yes	
Augusta County Public Schools	N/A	N/A	N/A	N/A	\$30	Yes	Tips not to exceed 20%
State of Virginia	GSA Rate	GSA Rate	GSA Rate	GSA Rate	GSA Rate	No	
Clarke County example							
Berryville/Winchester Rate	\$7	\$11	\$23	\$5	\$46	Yes	Reimburse up to per diem with receipts



U.S. General Services Administration

Search

Home > Policy & Regulations > Travel and Relocation Policy > Per Diem > Per Diem Rates >

FY 2015 Per Diem Rates for Virginia

(October 2014 - September 2015)

SEARCH BY CITY, STATE OR ZIP CODE	
Enter your city	Enter your ZIP Code
OR	
Virginia	Per Diem Map >

ADDITIONAL PER DIEM TOPICS

- Meals & Incidental Expenses Breakdown (M&IE)
- FAQs
- State Tax Exemption Forms
- Factors Influencing Lodging Rates
- FY 2014 Per Diem Highlights
- Fire Safe Hotels
- Have a Per diem Question?
- Downloadable Per Diem Files

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

You searched for: Virginia

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**			
		2014			2015												
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep				
Standard Rate	Applies for all locations without specified rates	83	83	83	83	83	83	83	83	83	83	83	83	83	83	83	46
Abingdon	Washington	96	96	96	96	96	96	96	96	96	96	96	96	96	96	96	46
Blacksburg	Montgomery	96	96	96	96	96	96	96	96	96	96	96	96	96	96	96	46
Charlottesville	City of Charlottesville / Albemarle / Greene	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	56
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	222	177	177	177	177	229	229	229	229	229	162	162	222	222	222	71
Fredericksburg	City of Fredericksburg / Spotsylvania / Stafford / Caroline	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	56
Loudoun	Loudoun	96	96	96	96	96	96	96	96	96	96	96	96	96	96	96	61
Lynchburg	Campbell / Lynchburg City	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	51
Norfolk / Portsmouth	Cities of Norfolk / Portsmouth	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	61
Prince William / Manassas	Prince William / City of Manassas	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	56
Richmond	City of Richmond	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	66
Roanoke	City limits of Roanoke	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	51
Virginia Beach	City of Virginia Beach	94	94	94	94	94	94	94	94	94	94	172	172	172	94	94	56
Wallops Island	Accomack	92	92	92	92	92	92	92	92	92	92	147	147	92	92	92	56
Warrenton	Fauquier	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	46
Williamsburg / York	James City / York Counties / City of Williamsburg	83	83	83	83	83	83	83	96	96	96	96	96	96	83	83	51

* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

** Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.



Home > Policy & Regulations > Travel and Relocation Policy > Per Diem >

- Per Diem
- Overview
- FY 2015 Per Diem Highlights
- Per Diem Mobile App
- FAQ
- Per Diem Contacts
- M&IE Breakdown
- Factors Influencing Lodging Rates
- Fire Safe Hotels
- Per Diem Rates
- Per Diem Files (Archived)
- Per Diem Mobile Blackberry File Download

Meals and Incidental Expenses (M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at www.gsa.gov/perdiem. The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$46	\$7	\$11	\$23	\$5
\$51	\$8	\$12	\$26	\$5
\$56	\$9	\$13	\$29	\$5
\$61	\$10	\$15	\$31	\$5
\$66	\$11	\$16	\$34	\$5
\$71	\$12	\$18	\$36	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$46	\$34.50
\$51	\$38.25
\$56	\$42.00
\$61	\$45.75
\$66	\$49.50
\$71	\$53.25

Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit [FTR Appendix B](#). (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the chart listed above.)

The shortcut to this page is www.gsa.gov/mie.

Last Reviewed 2014-08-16

- Print
 Email
 Favorites
 Twitter
 Facebook
 Share



U.S. General Services Administration

Search

Home > Policy & Regulations > Travel and Relocation Policy > Per Diem >

- Per Diem
- Overview
- FY 2015 Per Diem Highlights
- Per Diem Mobile App
- FAQ
- Per Diem Contacts
- M&IE Breakdown
- Factors Influencing Lodging Rates
- Fire Safe Hotels
- Per Diem Rates
- Per Diem Files (Archived)
- Per Diem Mobile Blackberry File Download

Frequently Asked Questions, Per Diem

1. What is per diem?
2. How do I find the per diem rate for (city/county, state)?
3. What is the difference between non-standard areas (NSA) and standard CONUS locations?
4. How are the CONUS per diem rates set for NSAs?
5. How can a CONUS non-standard area (NSA) receive a special review?
6. How can I request the establishment of a new NSA?
7. What if a city is not listed on the CONUS Per Diem website?
8. Can hotels refuse to honor the per diem rate to federal government employees and federal government contractors?
9. Is the hotel's GOV rate the same as the federal per diem rate?
10. Are lodging taxes included in the CONUS per diem rate?
11. Are taxes and gratuity (tips) included in the Meals and Incidentals (M&IE) expense rate?
12. What is considered an incidental expense?
13. How often is a study conducted on the M&IE expense rates?
14. What is the M&IE reimbursement rate during the first and last travel day?
15. Can I combine the lodging and M&IE per diem rates ("mix and match") in order to get a nicer hotel room or spend more on meals?
16. Do I need to provide receipts?
17. What do I do if there are no hotels available at per diem?
18. Do I receive a meal reimbursement for day travel away from my regular duty station?
19. How much per diem can I pay a contractor?
20. How much can a trucker deduct for meals per day?

For all travel policy questions, email travelpolicy@gsa.gov.



- RELATED GSA TOPICS**
- State Tax Exemption Forms
 - FedRooms®
 - Travel E-mail Notification
 - POV Mileage Reimbursement Rates

- GOVERNMENT LINKS**
- Fire Safety Information

Per Diem

1. What is per diem?

Per diem is the allowance for lodging (excluding taxes), meals and incidentals expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the Continental United States (CONUS). The State Department establishes the foreign rates (for example, Russia, Aruba, Bahamas, Europe, etc.). The Department of Defense (DOD) establishes non-foreign rates such as Alaska, Hawaii, Puerto Rico, and Guam. For more information on non-foreign rates, visit DOD's Per Diem, Travel, and Transportation Allowance Committee at www.defensetravel.dod.mil and foreign rates can be found at <http://aoprals.state.gov>.

2. How do I find the per diem rate for (city/county, state)?

Please visit www.gsa.gov/perdiem to find the rates. Click on the state you need to view that state's rates. Even though some cities are listed for your lookup convenience, not all cities can or will be listed, so look for the county where you will be working. To look up the county, visit www.naco.org. If the city or county you are looking for is not listed on the GSA per diem rate page, then the standard CONUS rate of \$83 for lodging and \$46 for meals applies.

3. What is the difference between non-standard areas (NSA) and standard CONUS locations?

Non-standard areas (NSAs) are frequently traveled by the federal community and are reviewed on an annual basis. Standard CONUS locations are less frequently traveled by the federal community and are not specifically listed on our web site. Currently, the standard CONUS per diem rate is \$83 for lodging, \$46 for meals and incidentals expenses.

4. How are the CONUS per diem rates set for NSAs?

Per diem rates are set based upon contractor-provided average daily rate (ADR) data of local lodging properties. The properties must be fire-safe and have a FEMA ID number. The ADR is a travel industry metric that divides room sales rental revenue by the number of rooms sold. All rates are evaluated to ensure that they are fair and equitable in the GSA and Office of Management and Budget approval process. For more detailed information, visit the Factors Influencing Lodging Rates page.

5. How can a CONUS non-standard area (NSA) receive a special review?

In order for GSA to conduct a "special" review of a non-standard area (NSA) during the current fiscal year, a Federal Agency Travel Manager or an equivalent individual in grade

or title must submit a signed letter on agency letterhead or stationery stating that the present per diem rate is inadequate. The request should contain the following information:

- A. The geographical areas you want us to study, especially ZIP codes.
- B. The property names (including addresses, ZIP codes, and rates) where your federal travelers stay while on temporary duty travel and those properties (including addresses, ZIP codes, and rates) that will not honor the federal lodging per diem rate.
- C. The number of times actual expenses were used and/or federal travelers had to use another lodging facility to stay within the maximum allowable lodging per diem rate, which resulted in additional transportation expenses (rental car, taxi) being incurred.

All valid requests postmarked no later than 12/31 will be eligible for this review. All valid requests received after 12/31, but before 4/1 will be evaluated during the following fiscal year's annual review cycle. After all the requirements are submitted, GSA will obtain updated data from our contractor to determine whether a per diem rate should be increased, decreased or remain unchanged. We will conduct no more than one "special" review for a particular NSA annually. Letters should be sent to: Per Diem Team Leader, Travel Management Policy (MTT), General Services Administration, 1275 First Street, NE, Washington, DC 20417. You can also email your request (a signed letter on agency letterhead must be attached) to jill.denning@gsa.gov.

6. How can I request the establishment of a new NSA?

The procedure and the request deadline are the same as FAQ #5. However, requests received after 3/31 will not be included in the following fiscal year's annual review cycle because the annual review will have already begun.

7. What if a city is not listed on the CONUS Per Diem website?

If a city is not listed, check to ensure that the county within which it is located is also not listed. Visit the National Association of Counties website at www.naco.org to determine the county a destination is located in. If the city is not listed, but the county is, then the per diem rate is the rate for that entire county. If the city and the county are not listed, then that area receives the standard CONUS location rate, which is currently \$83 for lodging and \$46 for meals and incidental expenses.

8. Can hotels refuse to honor the per diem rate to federal government employees and federal government contractors?

Hotels are not required to honor the federal per diem rates. It is each property's business decision whether or not to offer the rate. Hotels also may or may not choose to extend the rate to other individuals, such as government contractors.

9. Is the hotel's GOV rate the same as the federal per diem rate?

Hotels sometimes offer a "GOV" rate, which might be different than the federal per diem rate. If it is higher, you need to receive approval for actual expense prior to travel in order to receive full reimbursement. It is the traveler's responsibility to know the federal per diem reimbursement rates, and should not assume a GOV rate is the same as the federal per diem rate. See the FTR Chapter 301, Subpart D-Actual Expense and follow your agency's guidelines.

10. Are lodging taxes included in the CONUS per diem rate?

Lodging taxes are not included in the CONUS per diem rate. The Federal Travel Regulation §301-11.27 states that in CONUS, lodging taxes paid by the federal traveler are reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs. For foreign areas, lodging taxes have not been removed from the foreign per diem rates established by the Department of State. Separate claims for lodging taxes incurred in foreign areas not allowed. Some states and local governments may exempt federal travelers from the payment of taxes. For more information regarding tax exempt status, travelers should visit the State Tax Forms page.

11. Are taxes and gratuity (tips) included in the Meals and Incidental (M&IE) expense rate?

Yes, the meals and incidental expense (M&IE) rate does include taxes and tips in the rate, so travelers will not be reimbursed separately for those items.

12. What is considered an incidental expense?

The Federal Travel Regulation Chapter 300, Part 300-3, under Per Diem Allowance, describes incidental expenses as: (F)ees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

13. How often is a study conducted on the M&IE expense rates?

A M&IE study is conducted approximately every three to five years. In FY 09, GSA conducted a nationwide meals study, effective in FY 10, to more accurately reflect actual prices charged by restaurants in areas frequented by federal travelers. Based upon data received from more than 9,000 restaurants, the M&IE tiers range from \$46 - \$71.

14. What is the M&IE reimbursement rate during the first and last travel day?

On the first and last travel day, Federal employees are only eligible for 75 percent of the total M&IE rate for their temporary duty travel location (not the official duty station location). For your convenience, the M&IE breakdown page has a table showing the calculated amount for the "First and Last Day of Travel."

15. Can I combine the lodging and M&IE per diem rates ("mix and match") in order to get a nicer hotel room or spend more on meals?

For federal employees, the Federal Travel Regulation (FTR) does not make a provision for "mixing and matching" reimbursement rates. The lodging per diem rates are a maximum amount; the traveler only receives actual lodging costs up to that maximum rate. Therefore, there is no "extra" lodging per diem to add to the M&IE rate. Likewise, the M&IE per diem cannot be given up or transferred to lodging costs. See FTR §301-11.100 and §301-11.101 for more information.

16. Do I need to provide receipts?

For any official temporary travel destination, you must provide a receipt to substantiate your claimed travel expenses for lodging and receipts for any authorized expenses incurred costing over \$75, or a reason acceptable to your agency explaining why you are unable to provide the necessary receipt (see Federal Travel Regulation §301-11.25).

17. What do I do if there are no hotels available at per diem?

You may ask your agency to authorize the actual expense allowance provision. The Federal Travel Regulation (FTR) §§301-11.300 through 306 notes that if lodging is not available at your temporary duty location, your agency may authorize or approve the maximum per diem rate of up to 300% of per diem for the location where lodging is obtained. You should also ensure you have checked www.fedrooms.com to confirm there are no rooms available at per diem in the area where you need to travel.

18. Do I receive a meal reimbursement for day travel away from my regular duty station?

According to the Federal Travel Regulation (FTR), travelers are entitled to 75% of the prescribed meals and incidental expenses for one day travel away from your official station if it is longer than 12 hours. Please see FTR §301-11.101.

19. How much per diem can I pay a contractor?

GSA establishes per diem rates and related policies for federal travelers on official travel only, and cannot address specific inquiries concerning the payment of contractors. If the contractor is on a federal contract, check with the contracting officer to see what is stated in their contract. Contractors should also check the travel regulations of their company.

20. How much can a trucker deduct for meals per day?

GSA establishes per diem rates, along with its policies for federal employees on official travel only. Truck-related questions should be addressed either to the Department of Transportation (www.dot.gov) or the Internal Revenue Service (www.irs.gov).

[Back to Top](#)

Last Reviewed 2014-08-15

Print Email Favorites Twitter Facebook Share

[Help](#) | [Sitemap](#) | [Accessibility Aids](#) | [Linking](#) | [Privacy and Security](#) | [Contact Us](#)

Also of Interest: Whitehouse.gov Recovery.gov Data.gov USA.gov Business USA.gov