



FOREIGN PER DIEM RATES

Office of Allowances - Bureau of Administration

<http://aoprals.state.gov>

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://aoprals.state.gov>

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



Office of Allowances

- [Contact Us](#)

Per Diem Rates

- [Foreign Per Diem Rates](#)
- [Other Per Diem Rates](#)

Allowance Rates

- [Allowances By Location](#)
- [Allowances By Type](#)
- [Biweekly Updates](#)

Standardized Regulations (DSSR)

- [DSSR Table of Contents](#)
- [Search the DSSR](#)

General Information

- [Frequently Asked Questions](#)
- [Summary of Allowances](#)

Quarterly Report Indexes

- [Reports](#)

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

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://aoprals.state.gov>

SCREEN SHOTS OF EALLOWANCES

Allowances View Per Diem Hotel Detail

Frequency:
 Hotel: Hotel Payment Currency:

Rates | Additional Data

USG Discounted Room Rate: Additional Seasonal Rates

Is USG rate available to all USG travelers? Yes No

Commercial Rate:

If USG rate is not available to all USG travelers, please explain why.

There is no contract in place between Dhaka Post and Hotel Royal International, therefore, the rates may increase at anytime.

Tax % (if not included in rate): Service Charge % (if not included in rate):
 Tax Flat Amt (if not included in rate): Service Charge Flat Amt (if not included in rate):

USG rate reported
 Number of reservations from post log or military billete
 Number of rooms in
 Hotel meets U.S. equivalent fire/safety s

Frequency:
 Restaurant: Restaurant Payment Currency:

Prices | Additional Data

Comments:
 1. Number of reservations reflect the period from January
 2. US Embassy Dhaka promotes USA in a different distr

Prices | Additional Data

Courses

Item	Price
Beef	200
Chicken	160
Fish	200
One Side Order (if not included with entree)	0
Dessert	60
Coffee, Tea, or Soda	30

Tax Pct (if not included in price): % Service Charge Pct (if not included in price): %
 Tax Flat Amt (if not included in price): Service Charge Flat Amt (if not included in price):

Comments:

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> State Department Home Page
- + <http://travel.state.gov> Consular Affairs Travel Portal
- + <http://aoprals.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

QUESTIONS?





U.S. General Services Administration

Office of Governmentwide Policy

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

BACKGROUND

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

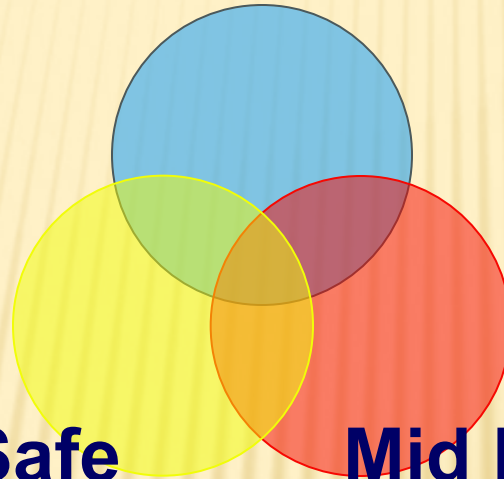
Stakeholders:

- 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

Determine NSAs & primary zips



Use updated fire safe hotel list



Obtain ADR data



Analyze Data



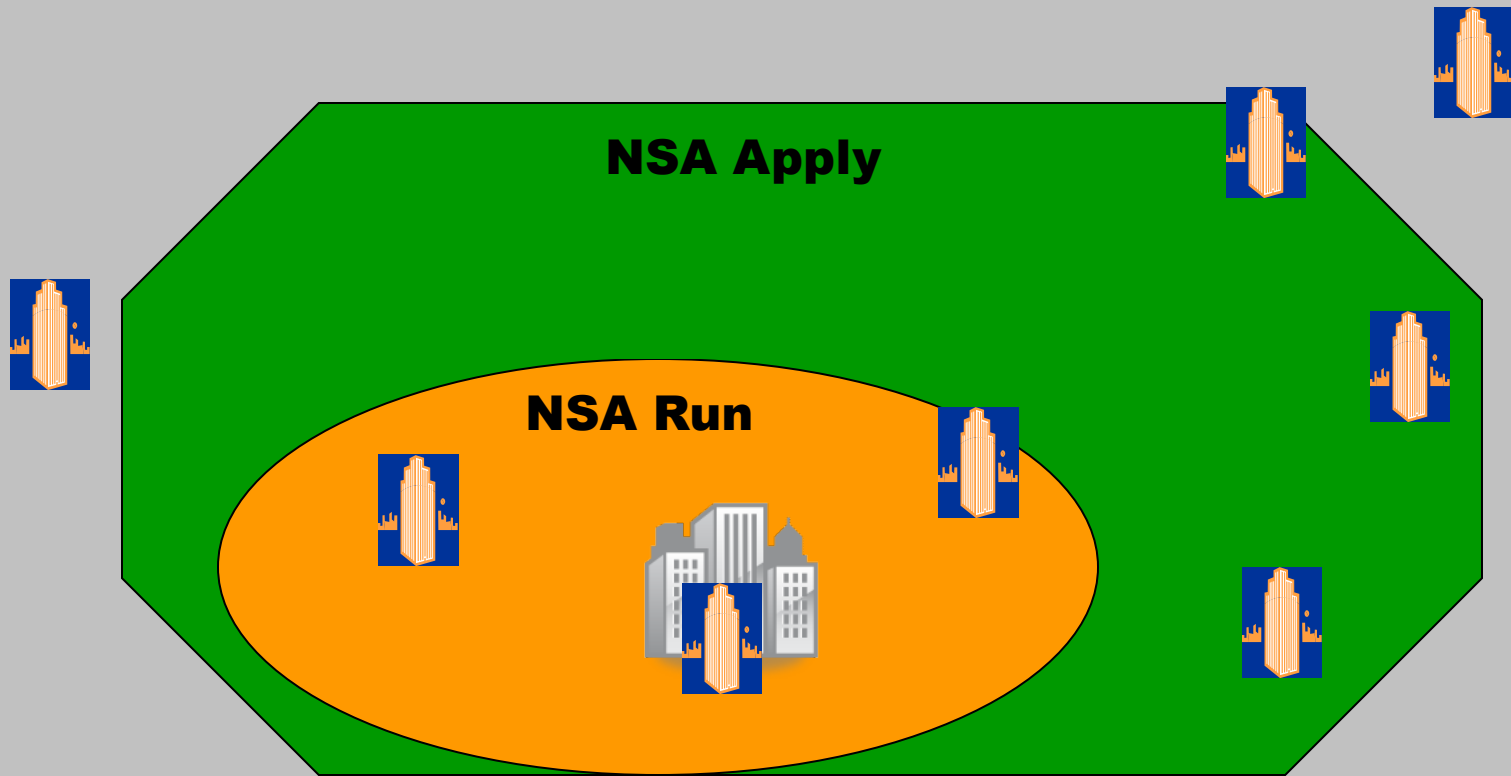
Obtain GSA and OMB approval



Results in lodging rates

NSA APPLY AND RUN AREAS

Standard CONUS Apply



METHODOLOGY EXAMPLE

Economy	\$132	outside of range
Midscale	\$154	
Midscale	\$162	
Independent	\$227	
Upper Upscale	\$227	
Upscale	\$230	
Luxury	\$237	outside of range
NSA's ADR	\$200	
Lodging Per Diem Rate	\$190	less 5%



**Mid-Price
Range**

DENVER, CO – PER DIEM RATES

Lodging Properties Selected by Smith Travel Research (STR) for the 2009 Per Diem Rate for the Denver NSA

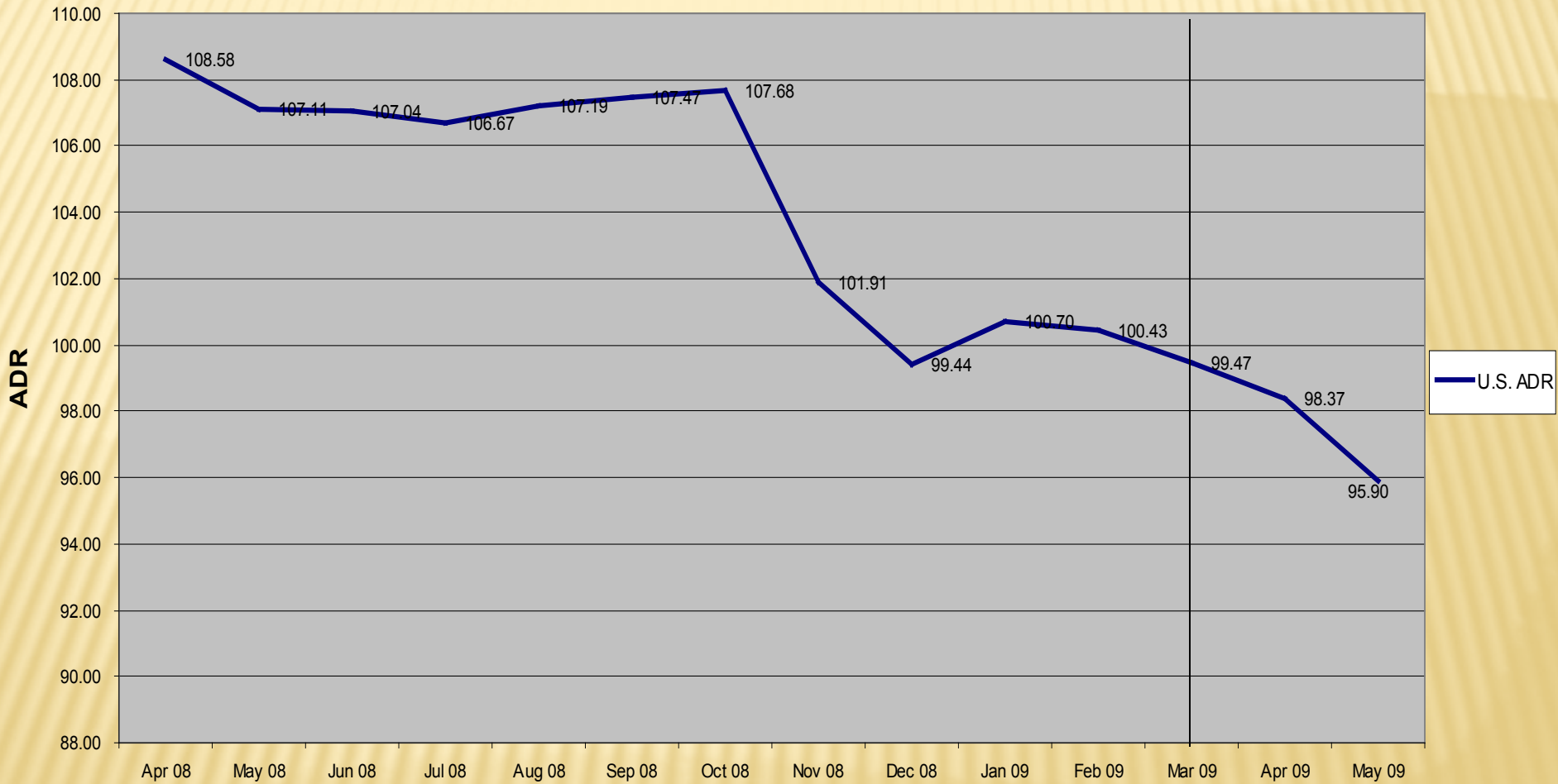
Census ID	FEMA ID	Within Rate Range	Run Market	Include y/n	Property Name	City	ST	Zip	County	Scale
220	CO0267	y	y	y	Holiday Inn Denver City Center	Denver	CO	80202	Denver	Midscale W/ F&B Chains
6782	CO0016	y	y	y	Marriott Denver City Center	Denver	CO	80202	Denver	Upper Upscale Chains
8959	CO0138	y	y	y	Hyatt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

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

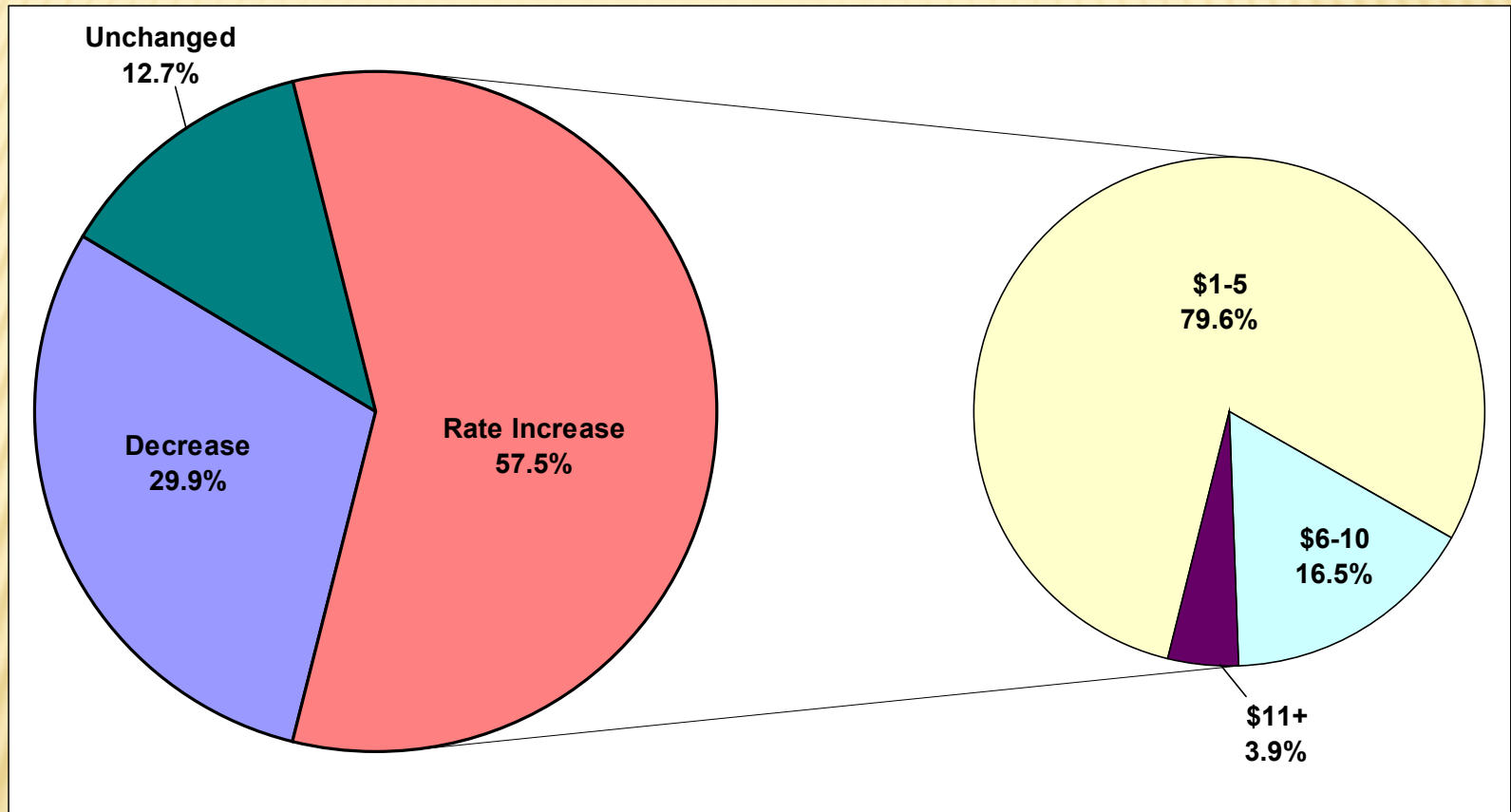
UNITED STATES ADR - FY 2010



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



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



✗ FTR reference: §301-11.300 to 11.306
(www.gsa.gov/ftr)

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

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

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>

QUESTIONS

