



U.S. General Services Administration

Office of Governmentwide Policy

CONUS Per Diem and GSA's Rate Setting Process

Cy Greenidge (cy.greenidge@gsa.gov)

Program Manager

Travel Management Policy (MTT)

Office of Travel, Transportation and Asset Management

NTF 2008

What We Will Discuss

- Background
- Lodging Methodology
- Ways to Exceed Per Diem
- Per Diem Reviews
- Activities and Schedule

What are per diems?

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

3 Federal agencies set per diem rates

- GSA: CONUS
- DoD: US territories/possessions, Alaska, Hawaii
- State: Foreign locations

2 Types of Lodging Rates

- Non-Standard Areas (NSAs) - Annually
- Standard CONUS - Every 3 years

Stakeholders:

- Federal Travelers & Agencies, OMB, GSA, Taxpayers
- Others: FEBs, eTS, CVBs, hoteliers, travel/lodging industry, Congress...



Lodging Methodology for NSA's

Determine NSAs & primary zips



Use updated fire safe hotel list



Obtain ADR data



Analyze Data



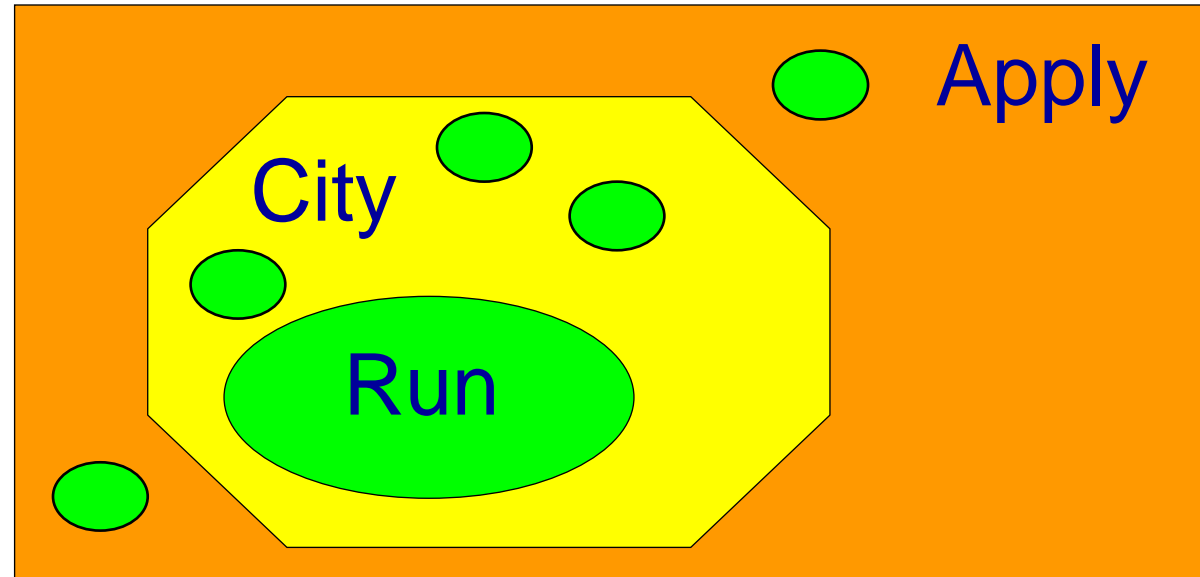
Obtain GSA and OMB approval



Results in lodging rates

Lodging Methodology

- Apply Area: Where rate applies
- Run Area: Properties selected where feds travel



- ~10K properties used; Average 25 each NSA

Lodging Methodology Example

Economy	\$132	outside of range
Midscale	\$154	
Economy	\$155	
Midscale	\$162	
Luxury	\$175	
Independent	\$227	
Upper Upscale	\$227	
Upscale	\$230	
Luxury	\$237	outside of range
NSA's ADR	\$193	
Lodging Per Diem Rate	\$184	less 5%



**Mid-Price
Range**

Atlanta, GA – 2008 Per Diem Study

Lodging Properties Selected by STR for the 2008 Per Diem Rate for the Atlanta NSA:

FEMA ID	Within Rate Range	Run Market	Include y/n	Property Name	City	ST	Zip	County	Scale
GA1068	y	y	y	Wyndham Garden Hotel Atlanta Piedmont Ave D	Atlanta	GA	30303	Fulton	Midscale W/ F&B Chains
GA0087	y	y	y	Hyatt Regency Atlanta	Atlanta	GA	30303	Fulton	Upper Upscale Chains
GA0458	y	y	y	Sheraton Hotel Atlanta	Atlanta	GA	30303	Fulton	Upper Upscale Chains
GA0008	y	y	y	Marriott Atlanta Marquis	Atlanta	GA	30303	Fulton	Upper Upscale Chains
GA0314	y	y	y	Omni Hotel @ Cnn Center	Atlanta	GA	30303	Fulton	Upper Upscale Chains
GA0135	y	y	y	Hilton Atlanta & Towers	Atlanta	GA	30303	Fulton	Upper Upscale Chains
GA0264	y	y	y	Westin Peachtree Plaza	Atlanta	GA	30303	Fulton	Upper Upscale Chains
GA0144	y	y	y	Holiday Inn Atlanta Downtown	Atlanta	GA	30303	Fulton	Midscale W/ F&B Chains
GA0123	y	y	y	Plaza Suites Underground Inn	Atlanta	GA	30303	Fulton	Independents
GA0347	y	y	y	Baymont Inns & Suites Atlanta Downtown	Atlanta	GA	30303	Fulton	Midscale w/o F&B Chains
GA0455	y	y	y	Residence Inn Atlanta Downtown	Atlanta	GA	30303	Fulton	Upscale Chains
GA0824	y	y	y	Hampton Inn Suites Atlanta Downtown	Atlanta	GA	30303	Fulton	Midscale w/o F&B Chains
GA5061	y	y	y	Marriott Atlanta Downtown	Atlanta	GA	30303	Fulton	Upper Upscale Chains

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

Atlanta, GA – 2008 Per Diem Study

Lodging Properties Selected by STR for the 2008 Per Diem Rate for the Atlanta NSA:

FEMA ID	Within Rate Range	Run Market	Include y/n	Property Name	City	ST	Zip	County	Scale
GA5004	y	y	y	Georgia Tech Hotel & Conf Ctr	Atlanta	GA	30308	Fulton	Independents
GA5039	y	y	y	The Georgian Terrace	Atlanta	GA	30308	Fulton	Independents
GA0423	y	y	y	Amerisuites Atlanta Downtown	Atlanta	GA	30308	Fulton	Upscale Chains
GA0270	y	y	y	Days Inn Atlanta Downtown	Atlanta	GA	30308	Fulton	Economy Chains
GA0524	y	y	y	Hotel Indigo Atlanta Midtown	Atlanta	GA	30308	Fulton	Upscale Chains
GA0351	y	y	y	Best Western Inn @ The Peachtrees	Atlanta	GA	30308	Fulton	Midscale W/ F&B Chains
GA0154	y	y	y	Renaissance Atlanta Hotel Downtown	Atlanta	GA	30308	Fulton	Upper Upscale Chains
GA1085	y	y	y	Residence Inn Atlanta Midtown	Atlanta	GA	30309	Fulton	Upscale Chains
GA0352	y	y	y	Best Western Granada Suite Hotel Midtown	Atlanta	GA	30309	Fulton	Midscale W/ F&B Chains
GA0137	y	y	y	Regency Suites Hotel	Atlanta	GA	30309	Fulton	Independents
GA0012	y	y	y	Marriott Atlanta Suites Midtown	Atlanta	GA	30309	Fulton	Upper Upscale Chains
GA0236	y	y	y	Wyndham Hotels Midtown	Atlanta	GA	30309	Fulton	Upscale Chains
GA1143	y	y	y	Residence Inn Atlanta Midtown	Atlanta	GA	30309	Fulton	Upscale Chains
GA0919	y	y	y	Midtown Hotel	Atlanta	GA	30313	Fulton	Independents
GA0868	y	y	y	Embassy Suites Atlanta Centennial Park	Atlanta	GA	30313	Fulton	Upper Upscale Chains
GA0025	y	y	y	Courtyard Atlanta Midtown	Atlanta	GA	30318	Fulton	Upscale Chains
GA0108	y	y	y	Sheraton Hotel Midtown Atlanta @ Colony Sq	Atlanta	GA	30361	Fulton	Upper Upscale Chains

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

Atlanta, GA – 2008 Per Diem Study

ADR Analysis

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Occupancy	77%	65%	76%	74%	63%	70%	72%	65%	37%	72%	71%	77%
ADR All Days	\$128.75	\$138.03	\$139.64	\$126.91	\$121.61	\$133.90	\$145.06	\$132.86	\$121.33	\$143.95	\$135.98	\$150.26
ADR Weekdays	\$133.12	\$140.41	\$136.16	\$129.49	\$123.67	\$142.37	\$146.79	\$139.69	\$118.62	\$146.32	\$141.52	\$149.97
Weekday Rate * .95	\$126.46	\$133.39	\$129.35	\$123.02	\$117.49	\$135.25	\$139.45	\$132.71	\$112.69	\$139.00	\$134.44	\$142.47
Proposed Per Diem Lodging	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$139	\$139	\$139

2008

Lodging	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$139	\$139	\$139
M&IE	\$49	\$49	\$49	\$49	\$49	\$49	\$49	\$49	\$49	\$49	\$49	\$49
Total Per Diem	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$178	\$188	\$188	\$188

Data used was from April 2006 to March 2007

Summary of FY08 CONUS Per Diem Rates

- Lodging Cost Impact \$2.50 Billion (6.4% Increase from FY07)
- Meals and Incidental Expense Cost Impact \$1.24 Billion (1.9% Decrease from FY07)
- FY08 Total Per Diem Costs Estimated at \$3.90 Billion (3.7% Increase from FY07)
- \$154 Million increase equates to 1% of \$14.9 Billion of Overall Travel Spent

Ways to Exceed Per Diem

1) 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, zip, & rates where they need to stay
3. Frequency actual expense used

Requests for Reviews

- Requests postmarked by 12/31
- See www.gsa.gov/perdiemFAQs #'s4 and 5
- Rates can increase/decrease/remain unchanged

FY08 Special Per Diem Reviews

- Mobile, AL - \$70 to \$94; \$39 to \$49
- Eureka, CA - \$70 to \$87; \$39 to \$54
- Monterey, CA - \$125 to \$133
- O'Fallon, IL - \$70 to \$111, \$39 to \$59
- St. Louis, MO - \$106 to \$111
- Beaumont, TX - \$70 to \$81; \$39 to \$49
- Queens, NY (combined with the rest of Manhattan)

Considerations Used for FY09

- Excluded Low Rated Properties
- Evaluated Extended Stay Properties
- Evaluated Time Share Properties
- Weekend Travel
- Sensitive Markets (changes annually)

Activities - Schedule

Event	Description	Requests Received	Evaluation Takes place	Results effective
Standard CONUS Evaluation	Applies to most of CONUS where lodging rates are currently \$60 (will increase to \$70 on October 1, 2007).	Occurs automatically every 3 years	May-July 2010	FY11
Existing NSA Evaluation (FY09 Annual Per Diem Study	NSAs are areas that have a lodging rate higher than standard CONUS.	Occurs automatically	May-July 2008	10/1/08 Posted Aug-Sep
NSA Reviews (Existing & New)	NSA Reviews in the current fiscal year.	By December 31	February	February -March
New NSA Request	Areas in standard CONUS evaluated as future NSA.	By March 31	May-July 2008	10/1/08 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. May-June B. April-July 2008	A. 10/1/08 Posted Aug-Sep B. FY10
Incidental Expense Evaluation	Evaluate the rate established for fees and tips (excluding meals).	Occurs every 3 years	Sep-Oct 2008	FY10

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>

Points of Contact

Per Diem Team Members:

Cy Greenidge (Leader), 202-219-2349

Cheryl McClain, 202-208-4334

Acting Travel Director:

Patrick McConnell, 202-501-2362

Questions

