**Lodging Instructions**

Lodging will now be considered a ‘Per Diem’ Expense. Rates are based on location and date.

Travel on or after January 1, 2016, will utilize a new per diem calculation. The TEM system will calculate the maximum allowed charge (excluding taxes). These rates will automatically populate based on the location and date.

Each of the lodging expense lines below will contain a pre-calculated amount in the ‘per diem’ field.

1. This amount cannot be changed and cannot be exceeded for a lodging expense. This amount includes the additional 50% allowed, but does not include taxes.
2. The actual amount of the room is entered in the ‘Amount’ field. This field CAN be edited but not exceeded.

If you wish to verify that this information is correct, go to the GSA site (link is provided at the end of this document).
The pre-calculated amount can be exceeded for a variety of reasons.
- Taxes
- Lodging at a conference hotel
- Hotel expense approved by VP when exceeding state authorized amount

To enter this overage in TEM, you will use the In-State, Out-State, or International Exception Lodging Expense type. The amount that exceeds the pre-determined amount will be entered in this field. For example:
- If the allowed amount for a hotel expense is $200.00, and the actual hotel expense is $225.00 due to taxes, the Exception Lodging expense type would be used to enter the additional $25.00.
- A comment explaining the overage should be entered in the Description field (example: ‘excess due to taxes’, or ‘conference hotel’)

Per Diem rates can be found on the following websites:

CONUS: Continental US
http://www.gsa.gov/portal/content/104877

OCONUS: Outside the Contiguous United States (Alaska, Hawaii, and US Territories)
http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

International: established by the Federal State Department
**Note:** Even though lodging will now be categorized as per diem, it isn’t a true per diem expense. The amount provided in TEM is strictly a MAX amount that cannot be exceeded. It is NOT a guaranteed amount to the traveler. Reimbursement will continue to be based on the actual expense to the traveler.