The Finance Flash: LODGING

FINANCE POLICIES AND PROCEDURES REVIEWED IN A FLASH
FOD ADMIN CENTER
2016
Lodging will be reimbursed to employees in travel status under one of the following two limits:

- Designated conference rate
- Up to 150% of lodging per diem rate
Per diem rates are federally mandated rates according to travel destination set by either the United States GSA or Department of Defense.

The lodging rate for each destination city is set by month of travel.

The rate listed for the month in which travel took place should be multiplied by 1.5 or 150% to find the maximum allowable nightly rate (pre-tax) that can be reimbursed.
Every reimbursement requesting lodging reimbursement must include:

**Conference rate:**
- Itemized hotel bill with group discount/rate listed
- If hotel bill does not show group rate, attach a conference agenda or other documentation showing conference rate

**No conference rate:**
- Printout of the GSA or Department of Defense per diem rates of the destination city
- Calculation showing 150% of the per diem rate

*If these items are not included when submitted to Finance, processing will stop until the required documentation is submitted.*
Dr. Goldy Gopher attended the ABC Conference in Washington DC. He stayed at the Sofitel from 6/30 – 7/2.

The conference did not provide a group rate.

Notes similar to the blue notes on this example must be added to hotel receipts to show that the lodging reimbursed meets the per diem policy.

Sofitel is the prestige brand of Accor hotels, with over 180 properties that bring a unique French art de vivre to prime locations around the world. For reservations or information, please visit www.sofitel.com

Nightly rate exceeds maximum allowable per GSA rate:
150% of $174 = $261

Reducing lodging requested:
2 nights at $261 = $522.00
Tax of 14.5% = 75.69
Total Lodging on Reimbursement = $597.69

CALCULATING PER DIEM
## FY 2016 Per Diem Rates for District of Columbia

**(October 2015 - September 2016)**

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](http://example.com) (a non-federal website).

### You searched for: District of Columbia

<table>
<thead>
<tr>
<th>Primary Destination</th>
<th>County (3, 4)</th>
<th>Max lodging by Month (excluding taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1, 2)</td>
<td>2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oct</td>
</tr>
<tr>
<td>Standard Rate</td>
<td>Applies for all locations without specified rates</td>
<td>$89</td>
</tr>
</tbody>
</table>

- 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)

150% = $261 (max. allowable)
Resources:
- FOD Admin Center Expense Reimbursement Policy
- FOD Admin Center Travel Policy
- Per Diem - Lodging, Meals and Incidentals Policy Appendix
- Medical School Travel Standard Operating Procedure

Contact fmfinanc@umn.edu with questions.