The Finance Flash: LODGING

FINANCE POLICIES AND PROCEDURES REVIEWED IN A FLASH
FOD ADMIN CENTER
2019

NEXT
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.
## 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](https://www.naco.org) (a non-federal website).

### You searched for: District of Columbia

<table>
<thead>
<tr>
<th>Primary Destination</th>
<th>County <em>(3, 4)</em></th>
<th>Max lodging by Month (excluding taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>(1, 2)</em></td>
<td>2015 Oct</td>
</tr>
<tr>
<td>Standard Rate</td>
<td>Applies for all locations without specified rates</td>
<td>$89</td>
</tr>
<tr>
<td></td>
<td>Washington DC <em>(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)</em></td>
<td>$222</td>
</tr>
</tbody>
</table>

150% = $261 (max. allowable)

Use this to plan your travel when a pre-negotiated rate is not available.
Every lodging reimbursement request must include:

- Itemized hotel bill showing nightly rate itemized from taxes, fees, other expenses
- All non-reimbursable expenses need to be removed (gift shop, room service, etc.)

**IF CONFERENCE PRE-NEGOTIATED RATE WAS PAID:**
- Group discount/rate listed on receipt
- If hotel bill does not show group rate, attach a conference agenda or other documentation showing conference rate

*If these items are not included when submitted to Finance, processing will stop until the required documentation is submitted.*
Chrome River will calculate the maximum per diem for you when entering your reimbursement.

This box should only be checked if you paid a **pre-negotiated conference rate**. It does not matter if it was the location of the conference.

### LODGING PER DIEM IN CHROME RIVER

**For Lodging (per diem):**

- [ ] Is this conference lodging?
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
- Chrome River Lodging Itemization Job Aid (requires x.500 login): http://z.umn.edu/chromeriver17

Contact fmfinanc@umn.edu with questions.