

GENERAL SERVICES ADMINISTRATION

[FTR Per Diem Bulletin 06-1]

**Federal Travel Regulation; Fiscal Year 2006 Maximum Per Diem
Rates for the Continental United States (CONUS)**

AGENCY: Office of Governmentwide Policy, General Services Administration (GSA).

ACTION: Notice of Fiscal Year 2006 continental United States (CONUS) per diem rates.

SUMMARY: The General Services Administration's (GSA's) annual per diem review has resulted in lodging and meal allowances changes for locations within the continental United States (CONUS) to provide for appropriate reimbursement of Federal employees' expenses covered by per diem. This Per Diem Bulletin increases/decreases the maximum per diem amounts in existing per diem localities. The standard CONUS lodging amount of \$60 is unchanged. This Per Diem Bulletin also contains a listing of pertinent information that must be submitted through an agency for GSA to restudy the lodging per diem rate in a location. In addition to the annual lodging study, GSA conducted a meal study resulting in new meal allowances for FY 2006.

DATES: This bulletin is effective October 1, 2005, and applies to travel performed on or after that date, through September 30, 2006.

FOR FURTHER INFORMATION CONTACT: For clarification of content, contact Lois Mandell, Office of Governmentwide Policy, Office of Travel, Transportation, and Asset Management, at (202) 501-2824 or by e-mail at www.gsa.gov/perdiemquestions. Please cite FTR Per Diem Bulletin 06-1.

SUPPLEMENTARY INFORMATION:

A. Background

After an annual evaluation of new data, the General Services Administration (GSA) has determined that current per diem rates for certain localities do not adequately reflect the lodging economics in those areas. GSA bases the lodging per diem rate on the average daily rate data that the lodging industry reports. The use of such data enhances the Government's ability to obtain cost-effective, policy-compliant lodging where it is needed and ensures that lodging per diem rates rest upon a foundation of sound economic data (supply, demand, and revenue).

This Per Diem Bulletin also contains a listing of pertinent information that must be submitted through an agency for GSA to restudy the lodging per diem rate in a location.

GSA also studied the meals portion of the per diem rates during FY 2005 for implementation in FY 2006. As a result, the meal allowances have been changed. The new meals and incidental expense table is located at www.gsa.gov/mic.

B. Change in Standard Procedure

GSA issues/publishes the CONUS per diem rates, formerly published in Appendix A to 41 CFR chapter 301, solely on the internet at <http://www.gsa.gov/perdiem>. This process, implemented in 2003, ensures more timely notification of any changes in per diem rates established by GSA for Federal employees on official travel within CONUS. Notices published periodically in the Federal Register now constitute the only notification of revisions in CONUS per diem rates to agencies.

C. Standard CONUS Lodging Per Diem

The current standard CONUS lodging per diem rate will remain at \$60.

D. Pertinent lodging and meal cost data

The CONUS per diem rates are established in key cities, counties and/or other defined locations where Federal employees perform official business. Where the per diem rate is insufficient to meet necessary expenses, the employee may submit a request through his/her agency travel manager requesting GSA restudy the location. For GSA to determine whether a location warrants a restudy or a rate change, an agency's travel manager should provide the following information:

- (1) A letter indicating why the current Federal lodging rate is inadequate.
- (2) The total number of annual trips Federal agency personnel made to the location.
- (3) The primary purpose of Federal travel to that location.
- (4) A list of geographical areas to be surveyed (by zip code if possible).
- (5) A list of a wide range of lodging facilities within the proximity of the location where Federal travelers stay (including addresses, zip codes and rates).
- (6) If lodging cannot be found in an area at the prescribed lodging rate, the Federal agency Travel Manager or entity must show how many times actual expense was used and/or the number of times Federal travelers used another lodging facility.
- (7) The names of other Federal agencies supporting a rate change.

All CONUS lodging rate change requests must be sent to: General Services Administration, Office of Governmentwide Policy, Attn: Office of Travel, Transportation, and Asset Management (MT), Washington, DC 20405.

To request that GSA conduct a review or consider the establishment of a new non-standard area in the current fiscal year, the aforementioned information must be provided by February 27th. Requests received after this date will be included in the next annual per diem study.

This bulletin gives notice of a revision in per diem rates prescribed by GSA for CONUS. The text of the bulletin follows:

Maximum per diem rates for official travel in the continental United States (CONUS) by Federal Government employees as prescribed in FTR Per Diem

Bulletin 06-1:

Attached

Dated: *August 26, 2005*



G. Martin Wagner,

Associate Administrator,

Office of Governmentwide Policy.