

August 30, 2013

FEDERAL TRAVEL REGULATION
GSA Per Diem Bulletin FTR 14-01

TO: Heads of Federal Agencies

SUBJECT: Fiscal Year 2014 Maximum Per Diem Reimbursement Rates

1. What is the purpose of this bulletin? The General Services Administration's (GSA) Fiscal Year (FY) 2014 per diem review has resulted in lodging and meal allowance changes for certain locations within the Continental United States (CONUS) to provide for reimbursement of Federal employees' expenses covered by per diem.

This Per Diem Bulletin updates the maximum per diem rates in existing per diem localities, and adds two new non-standard areas (NSAs): Big Spring, TX (Howard County); and Pearsall, TX (Frio, La Salle, and Medina Counties). The City of Hershey, PA, is now a separate NSA from Harrisburg, PA. In addition, Pasco, WA (Franklin County) and Richland, WA (Benton County) have been merged into a single NSA. Finally, Hendry County, FL is now included with the Palm Beach County, FL NSA location.

The standard CONUS lodging rate will increase in FY 2014 to \$83, while adjustments in non-standard lodging rates vary depending on changes in the local market. The meals and incidental expense tiers remain unchanged for FY 2014 and range from \$46-\$71.

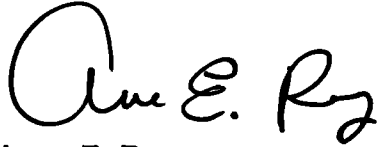
2. What is the background of this bulletin? This bulletin, once published on the GSA website, affects a revision of the per diem rates prescribed by GSA's Office of Government-wide Policy (OGP) for CONUS. Notices published periodically in the Federal Register now constitute the only notification of revisions in CONUS per diem rates to agencies other than the changes posted on the GSA website. Per diem rates are published at www.gsa.gov/perdiem as a Federal Travel Regulation (FTR) GSA Per Diem Bulletin.

3. Can agencies authorize actual expense reimbursement if their travelers cannot find rooms at the per diem rates? If per diem rates are insufficient to meet expenses, the FTR permits actual expense reimbursement, pursuant to FTR §§ 301-11.300 through 301-11.306.

4. What is the effective date of this bulletin? This bulletin is effective upon the date of publication, and applies to travel performed on or after October 1, 2013 through September 30, 2014.

5. Whom should I contact for further information? For clarification of content, contact Ms. Jill Denning, OGP, Office of Asset and Transportation Management, at (202) 208-7642 or by e-mail at travelpolicy@gsa.gov. Please cite GSA Per Diem Bulletin FTR 14-01.

By delegation of the Administrator of General Services,

A handwritten signature in black ink that reads "Anne E. Rung". The signature is written in a cursive style with a large initial "A".

Anne E. Rung
Associate Administrator
Office of Government-wide Policy

FY 2014 Per Diem Highlights

GSA establishes the per diem rates for the lower 48 Continental United States (CONUS), which are the maximum allowances that federal employees are reimbursed for expenses incurred while on official travel.

The CONUS per diem rate for an area is actually three allowances: the lodging allowance, the meals allowance and the incidental expense allowance. Most of the CONUS (approximately 2600 counties) are covered by the standard CONUS per diem rate of \$129 (\$83 lodging, \$46 meals and incidental expenses). In fiscal year (FY) 2014, there continue to be about 400 Non-Standard Areas (NSAs) that have per diem rates higher than the standard CONUS rate.

Since FY 2005, NSA rates have been based on Average Daily Rate (ADR) data from the lodging industry, which GSA obtains through a contract with a leading provider of lodging industry data. For more about how per diem rates are determined, visit [Factors Influencing Lodging Rates](#). The ADR is a widely accepted lodging-industry measure based upon a property's room rental revenue divided by the number of rooms rented as reported by the hotel property to the contractor. This calculation provides GSA with the average rate in a given area.

As in previous years, GSA still uses:

- Only "fire safe" properties; GSA is required by law to use only [properties](#) that are certified as being in compliance with the Hotel & Motel Fire Safety Act of 1990.
- Properties that fall within the mid-price range.
- Data from the prior 12-month period. For FY 2014, this is from April 2012 through March 2013;
- Business travel week data (Monday through Thursday)

Agencies are reminded that the Federal Travel Regulation allows for actual expense reimbursement when per diem rates are insufficient to meet necessary expenses. Please see [FTR §301-11.300 through 306](#) for more information.

FY 2014 Results:

Two locations will become new NSAs in FY 2014: Big Spring, TX (Howard County); and Pearsall, TX (Frio, La Salle, and Medina Counties).

The City of Hershey, PA, is now a separate NSA from Harrisburg, PA. In addition, Pasco, WA (Franklin County) and Richland, WA (Benton County) have been merged into a single NSA. Finally, Hendry County, FL is now included with the Palm Beach County, FL NSA location.

In FY 2014, 29 locations that were NSAs in FY 2013 will move into the standard CONUS rate category. They include:

Destination	State
Montgomery	AL
Kayenta	AZ
Sierra Vista	AZ
Yuma	AZ

Destination	State
Benicia / Dixon / Fairfield	CA
Altamonte Springs	FL
Jacksonville / Jacksonville Beach / Mayport Naval Station	FL
Kissimmee	FL
Lakeland	FL
Ocala	FL
Columbus	GA
Michigan City	IN
Valparaiso / Burlington Beach	IN
Lafayette	LA
Hagerstown	MD
La Plata / Indian Head / Waldorf	MD
Mount Pleasant	MI
Columbia	MO
Jefferson City	MO
St. Robert	MO
Gulfport / Biloxi / Picayune	MS
Greenville	NC
Winston-Salem	NC
Albuquerque	NM
Ashland / Crater Lake	OR
Greenville	SC
Beaumont	TX
Chesterfield / Henrico Counties	VA
Shepherdstown	WV

Last Reviewed 2013-08-30