Lodging Instructions for TEM

Lodging is considered a per diem expense in TEM even though it is not a true per diem expense. The rates are based on location and dates of travel as determined by CONUS. TEM will calculate the maximum allowed charge excluding tax. The itinerary section generates the rates so be sure to use a zip code. The amount provided in TEM is strictly a max amount that cannot be exceeded for that location. This is not a guaranteed amount to the traveler; the reimbursement will continue to be based on the itemized receipt.

**Lodging Websites**

**CONUS** Continental US: https://gsa.gov/portal/content/104877  
**International Rates**: https://aoprals.state.gov/web920/per_diem.asp

**Lodging expense in TEM**

1. The Per Diem box that is grayed out cannot not be changed.  
2. The actual amount of the room is entered in the amount field.

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<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
<th>Amount in USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 22, 2016</td>
<td>Lodging</td>
<td></td>
<td>300.00</td>
</tr>
<tr>
<td>Jul 23, 2016</td>
<td>Meals and Incidenta (Hotel Tips)</td>
<td></td>
<td>74.80</td>
</tr>
<tr>
<td>Jul 24, 2016</td>
<td>Lodging</td>
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<td>300.00</td>
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<tr>
<td>Jul 25, 2016</td>
<td>Meals and Incidenta (Hotel Tips)</td>
<td></td>
<td>74.80</td>
</tr>
<tr>
<td>Jul 26, 2016</td>
<td>Lodging</td>
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<td>300.00</td>
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<tr>
<td>Jul 27, 2016</td>
<td>Meals and Incidenta (Hotel Tips)</td>
<td></td>
<td>74.80</td>
</tr>
</tbody>
</table>
In CONUS, the query can be done by state or zip code, as seen below:

![Per Diem Rates](image)

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, use the In-State or Out-State Exception Lodging expense type. The amount that exceeds the pre-determined amount will be entered.

For example:
If the allowed amount for a hotel expense is $200.00 and the actual hotel expense is $225.00; in this case the Exception Lodging expense type is used to enter the additional $25.00. A comment explaining the overage is entered in the description field, for example: excess due to taxes or conference hotel.