



WICHITA STATE
UNIVERSITY

FINANCIAL OPERATIONS
AND BUSINESS TECHNOLOGY

Travel Services

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>

OCONUS Contiguous US (Alaska, Hawaii and US Territories): <https://defensetravel.dod.mil/site/perdiemCalc.cfm>

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.

Lodging Demo (TA161570 - In Process)

Update Selected Expense

Date: * Jul 13, 2016 Type: * Lodging Amount: * 300 USD Per Diem: * 300 USD

Paid By: * Personal Resource Zip/Postal Code: City: * Chicago State/Province: * IL (Illinois) Nation: Description: Funding

Clear Save

<input type="checkbox"/>	Date	Type	Description	Pay in USD	
<input type="checkbox"/>	Jul 13, 2016	Lodging		300.00	✕
<input type="checkbox"/>	Jul 13, 2016	Meals and Incidentals (Hotel Tips)		74.00	✕
<input type="checkbox"/>	Jul 14, 2016	Lodging		300.00	✕
<input type="checkbox"/>	Jul 14, 2016	Meals and Incidentals (Hotel Tips)		74.00	✕
<input type="checkbox"/>	Jul 15, 2016	Lodging		300.00	✕
<input type="checkbox"/>	Jul 15, 2016	Meals and Incidentals (Hotel Tips)		74.00	✕
<input type="checkbox"/>	Jul 16, 2016	Meals and Incidentals (Hotel Tips)		74.00	✕

In CONUS, the query can be done by state or zip code, as seen below:

Per Diem Rates

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [Per Diem tool](#) to calculate trip allowances.

Search by City, State or ZIP

For Fiscal Year: 2018 (Current Year) ▼

1 Select a State ▼

2 City (optional)

OR

3 ZIP

Find Rates

FY 2016 Per Diem Rates for Chicago Illinois

(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](#) (a non-federal website).

The following rates apply for Chicago Illinois

Primary Destination (1, 2)	County (3, 4)	Max lodging by Month (excluding taxes)												M&IE (5)
		2015						2016						
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Chicago	Cook / Lake	\$212	\$212	\$141	\$141	\$141	\$160	\$160	\$200	\$200	\$200	\$200	\$212	\$74

\$200 * 1.5 = \$300.00

Print Results New Search

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.