

For: FSA and FAS Offices

Reimbursement for Taxes on Lodging

Approved by: Acting Deputy Administrator, Management



1 Lodging Tax Reimbursement

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Background

The Department of Defense (DOD) made a recent change to the Outside Continental United States (OCONUS) per diem rates affecting official travel in:

- Alaska
- Hawaii
- the Commonwealth of Puerto Rico
- the Northern Mariana Islands and possessions of the United States.

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Change in Per Diem Rates

Effective January 1, 2000, lodging taxes paid by an employee, that were previously included in the lodging portion of the per diem rate, will be reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs.

- Federal travelers shall separate the tax portion of their lodging bill and report it on AD-616 on the "miscellaneous expense" line.
- County Office employees shall report lodging taxes on FSA-164-3, column 15 as an "other expense".

Note: No changes were made in regard to reimbursement for laundry and dry cleaning expenses for official travel in these areas.

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| <p>Disposal</p> <p>February 1, 2001</p> | <p>Distribution</p> <p>All FAS and FSA Offices; State Offices relay to County Offices with GS employees</p> |
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1 Lodging Tax Reimbursement (Continued)

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Information on OCONUS Per Diem Rates

OCONUS per diem rates are published by DOD and can be accessed at either of the following:

- GSA website at <http://www.policyworks.gov/perdiem>
- FMD's homepage at <http://www.fsa.usda.gov/dam/fmd/fmdhomep/fmdhnpq.htm>.

Note: FMD's homepage has a direct link to the GSA website.

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Contact

If there are any questions about this notice:

- County Offices shall contact the State Office
 - State Offices shall contact EDSO
 - all others shall contact FMD at 703-305-1408.
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