

REQUEST FOR REVIEW OF PER DIEM RATES

SGMP offers the following guidance to those considering a formal request for reconsideration of a per diem rate:

STEPS:

Write a letter indicating specifically why a per diem rate (for a named FY) is inadequate that includes the following:

- # trips annually by your Federal employees
- purpose(s) of that travel
- lodging properties within travel proximity and their rates
- # actual expense used and/or another lodging facility
- other federal agencies that support a rate change and their data

Send the letter to:

- Jill Denning, GSA Per Diem Program Manager (jill.denning@gsa.gov or 202-208-7642)

TIPS:

- The request should come directly from a federal agency travel and not a hotel or CVB representative
- Support for the request from a member of a federal executive board could be helpful to the request
- Understand that rate changes can result in increases or decreases

RESOURCES:

- www.sgmp.org (check the "Latest News" area for the latest information)
- www.gsa.gov
 - www.gsa.gov/perdiem (per diem landing page with 'search for rates' functionality)
 - www.gsa.gov/perdiemquestions (see answers to many FTR questions or post a specific question)
- www.feb.gov (Federal Executive Boards)
- www.fedrooms.com (Federal Premier Lodging Program)