

BLM Lodging Actual Expense Approval Memo



Travelers are responsible for obtaining lodging within GSA per diem and book reservations through ETS (ConcurGov), BLM TMC (DTI or EI Sol), or FedRooms when possible.

In accordance with FTR §301-11.300 to 306, DOI TDY Policy 2.7, and BLM TDY Handbook Chapter 13; lodging rates that exceed per diem must be approved prior to trip. In limited situations, such as emergency response, approval may be after trip.

Actual lodging expense may be approved up to 300% of the lodging locality allowance. Approvals are only allowed on Trip-by-Trip basis and only when necessary and fully justified.

Please provide the following information as request for approval of actual expense:

Traveler Name

Authorization

**For multiple travelers, include list of names and authorization numbers in justification*

Travel Type

Other

Situation

Other

Location(s)

Date(s)

GSA Lodging Rate

Actual Rate Per Night

**If rate varies throughout trip, provide details of dates and rates in justification*

Total Nights Over Per Diem

Total Costs Exceeding Per Diem

Were any required sources used to find lodging within per diem? If not, explain why in justification.

ConcurGov

TMC (DTI or EI Sol) via phone

www.FedRooms.com

Provide justification for actual lodging expenses and efforts made to find lodging within per diem:

*Supervisor
Approval & Date*

*State Director, or Delegated Official
per MS-1203, Approval & Date*