How to Record Lodging

Will you be reimbursed for lodging expenses?
- Yes, leave the check mark.
- No, remove check mark.

This box is at the bottom of the General Data screen.

Does the room rate equal the GSA maximum rate?
Yes, then no entry required except for taxes in the Enter Receipts screen. Otherwise,…

Was the room rate higher?
Select Excess Lodging.

Enter the additional amount only.

Example:
GSA rate is $105. Hotel rate is $125. Enter $20 as the Excess Lodging amount.

Was the room rate lower?
Select Lodging Reduction.

Enter the difference amount only.

Example:
GSA rate is $154. Hotel rate is $134. Enter -$20 include the minus sign.

How does this record?

Results in Display Expense Form after entering receipts and clicking Review.

Special points of interest:
- To view per diem rates, visit www.gsa.gov/perdiem.
- Changes in lodging will not affect meal per diems. Adjust separately if needed.