

GSA RATE GUIDELINES

Travel Policies for Napa Valley Unified School District were revised in October 2012 to incorporate established General Services Administration (GSA) travel rate guidelines into the policies. GSA rates are used to determine the allowable reimbursements for meals and lodging as follows:

1. Meals and Incidentals

- The maximum per diem allowance for meals and incidentals shall be the rate established by the GSA. Meals and incidentals will be reimbursed at actual or at the GSA rate, *whichever is lower*.
- A banquet breakfast, luncheon or dinner, which is an official part of a conference program and for which there is a prescribed fee, may exceed the daily meal allowance and shall be paid at actual cost with conference fees.
- Original itemized receipts REQUIRED.

2. Lodging

- Lodging shall not exceed the established GSA rates. Exceptions may be authorized by the employee's supervisor and the Assistant Superintendent of Business Services under these conditions:
 - a. For approved conferences that book rooms at hotels that have a higher rate than the GSA rate.
 - b. If the GSA rate is not available within reasonable proximity to the conference location the rate should be reasonable and equally comparable to other nearby hotels.

3. Other Important Things to Remember

- a. The GSA rate and hotel booking should be researched *prior* to making travel arrangements and be submitted on *Request for Travel and Conference Expense* (Form 51) for pre-authorization.
- b. All out of state travel must be pre-approved by the Superintendent before any travel arrangements can be made.
- c. A *Travel Expense Voucher* (Form 10) must be submitted and supported with original receipts to initiate a request for reimbursement.
- d. Additional payment information may be required.

4. GSA Information Resources

- a. GSA rates can be found at www.gsa.gov/portal/category/26429
- b. Hotels that accept the GSA rates may be found at www.hotelsfplf.com/fpl/st5.htm
- c. Business Services