

## 2003 Current Fiscal Year Report: Governmentwide Per Diem Advisory Board

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### 1. Department or Agency

General Services Administration

### 2. Fiscal Year

2003

### 3. Committee or Subcommittee

Governmentwide Per Diem Advisory Board

### 3b. GSA Committee No.

13860

### 4. Is this New During Fiscal Year?

No

### 5. Current Charter

05/08/2002

### 6. Expected Renewal Date

### 7. Expected Term Date

05/08/2003

### 8a. Was Terminated During Fiscal Year?

Yes

### 8b. Specific Termination Authority

### 8c. Actual Term Date

05/08/2003

### 9. Agency Recommendation for Next Fiscal Year

Terminate

### 10a. Legislation Req to Terminate?

No

### 10b. Legislation Pending?

### 11. Establishment Authority

Agency Authority

### 12. Specific Establishment Authority

Agency Decision

### 13. Effective Date

05/02/2002

### 14. Committee Type

Ad hoc

### 14c. Presidential?

No

### 15. Description of Committee

Other Committee

### 16a. Total Number of Reports

1

### 16b. Report Date

07/01/2003

### Report Title

Governmentwide Per Diem Advisory Report

### Number of Committee Reports Listed: 1

### 17a.

Open

3

17b. Closed0

17c. Partially Closed0

Other Activities0

17d. Total3

### Meetings and Dates

Purpose

Start

End

To review the current process and methodology that is used by GSA's Office of Governmentwide Policy to determine the per diem rates for destinations within the continental United States (CONUS), and to provide advice on best practices for a Federal lodging program.

10/17/2002 - 10/17/2002

To review the current process and methodology that is used by GSA's Office of Governmentwide Policy to determine the per diem rates for destinations within the continental United States (CONUS), and to provide advice on best practices for a Federal lodging program.

11/14/2002 - 11/14/2002

To review the current process and methodology that is used by GSA's Office of Governmentwide Policy to determine the per diem rates for destinations within the continental United States (CONUS), and to provide advice on best practices for a Federal lodging program.

01/24/2003 - 01/24/2003

### Number of Committee Meetings Listed: 3

|   | Current FY   | Next FY |
|---|--------------|---------|
| <b>18a(1). Personnel Pmts to Non-Federal Members</b>                  | \$0.00       | \$0.00  |
| <b>18a(2). Personnel Pmts to Federal Members</b>                      | \$0.00       | \$0.00  |
| <b>18a(3). Personnel Pmts to Federal Staff</b>                        | \$30,000.00  | \$0.00  |
| <b>18a(4). Personnel Pmts to Non-Member Consultants</b>               | \$20,000.00  | \$0.00  |
| <b>18b(1). Travel and Per Diem to Non-Federal Members</b>             | \$10,856.00  | \$0.00  |
| <b>18b(2). Travel and Per Diem to Federal Members</b>                 | \$0.00       | \$0.00  |
| <b>18b(3). Travel and Per Diem to Federal Staff</b>                   | \$0.00       | \$0.00  |
| <b>18b(4). Travel and Per Diem to Non-member Consultants</b>          | \$0.00       | \$0.00  |
| <b>18c. Other(rents,user charges, graphics, printing, mail, etc.)</b> | \$41,027.00  | \$0.00  |
| <b>18d. Total</b>   | \$101,883.00 | \$0.00  |

**19. Federal Staff Support**

1.00 0.00

**Years (FTE)****20a. How does the Committee accomplish its purpose?**

To ensure thorough understanding of both the current processes and methodology of the per diem and government lodging programs, the Board consulted with government personnel tasked with managing these programs. The Board also researched the impact of the current programs as used by government agencies and travelers through interviews with government representatives including Federal Executive Boards (FEB's). Additionally, the Board conducted a survey on traveler satisfaction with the current per diem rates, which resulted in over 12,000 responses. Further, the Board reviewed pertinent published articles and comments in GSA's "No-Vacancy" website to evaluate satisfaction levels. To obtain information regarding "Best Practices" for per diem and lodging programs, the Board surveyed officials with State governments, Canadian provinces, travel agencies, and corporations, including cost-reimbursable contractors. The Board also obtained assistance from the National Business Travel Association (NBTA) and industry consultants to identify common and best practices. Throughout this process, the Board worked closely with government entities, including GSA, DoD, and various other government agencies. Based on research analysis and industry expertise, the Board established criteria for a) setting appropriate per diem rates and b) developing an effective governmentwide lodging program. After extensive review of other alternatives, the Board endorsed use of the current per diem reimbursement structure (lodging at actual

expense up to the GSA-established maximum and a fixed meals and incidental expense (M&IE) allowance). The Board has developed recommendations that include a total revision of the current lodging per diem methodology, which will cause per diem rates to be set based on substantiated market data. Revision of the incidental expense model and a more regular benchmarking of Federal meal rates are also recommended. In addition, the lodging best practice recommendations provide a streamlined approach to a governmentwide lodging program, which will realize savings for the Federal government while providing Federal travelers with appropriate accommodations, within per diem, and are viable to all stakeholders. The Board concluded that lodging programs, which are effectively managed, are most successful and recommends that GSA take appropriate action to establish and manage one governmentwide program for all Federal government travelers.

**20b. How does the Committee balance its membership?**

The Board's membership consists of both Federal and State government officials along with industry experts who have applied their knowledge and engaged in research with other knowledgeable individuals and industry organizations to examine topics related to governmentwide per diems and lodging programs. To assist in achieving its objectives, the Board created two subcommittees, Governmentwide Per Diem Subcommittee, and Government Lodging Program Subcommittee, to conduct research and provide advice, ensuring that all activities of the subgroups complied with FACA. The subcommittees' deliverables were:

- The Governmentwide Per Diem Subcommittee presented recommendations for improvements to

the per diem rate-setting process and methodology for meals, lodging, and incidental expenses within CONUS. • The Governmentwide Lodging Program Subcommittee presented recommendations for a nationwide government lodging program that provides government travelers with properties appropriate to mission requirements, provides the government with the best price value, and is commercially viable to the industry.

**20c. How frequent and relevant are the Committee Meetings?**

Estimated Total Meetings - 7 - Once per month.

**20d. Why can't the advice or information this committee provides be obtained elsewhere?**

The Governmentwide Per Diem Advisory Board (the Board) questions the appropriateness of the per diem rates, the methodology used to calculate the allowances, and whether the current processes and programs are the most suitable. To address these questions, the Administrator General Services established the Board to review the current process and methodology used to establish the Federal per diem rates within the Continental United States (CONUS). In addition, the Board was established to provide advice regarding best practices for a governmentwide lodging program.

**20e. Why is it necessary to close and/or partially closed committee meetings?**

N/A

**21. Remarks**

N/A

**Designated Federal Officer**

Robert L. Milller Program Analyst, Office of  
Transportation and Personal Property

| Committee<br>Members  | Start      | End        | Occupation  | Member<br>Designation                                |
|-----------------------|------------|------------|---|--|
| Bonetti,<br>Claudia   | 06/17/2002 | 06/30/2003 | Lockheed Martin<br>Corporation  | Special<br>Government<br>Employee<br>(SGE)<br>Member |
| Brooks, Lori          | 06/17/2002 | 06/30/2003 | National Defense<br>Travel Association                                | Special<br>Government<br>Employee<br>(SGE)<br>Member |
| Burke,<br>Timothy     | 06/17/2002 | 06/30/2003 | Director, General<br>Services<br>Administration                       | Special<br>Government<br>Employee<br>(SGE)<br>Member |
| DeJesu,<br>Ashley     | 06/17/2002 | 06/30/2003 | National Defense<br>Transportation<br>Association                     | Special<br>Government<br>Employee<br>(SGE)<br>Member |
| Hutchinson,<br>Cheryl | 06/17/2002 | 06/30/2003 | President,<br>Association of<br>Corporate Travel<br>Executives (ACTE) | Special<br>Government<br>Employee<br>(SGE)<br>Member |
| Lamb, Scott           | 06/17/2002 | 06/30/2003 | Society of<br>Government Travel<br>Professionals                      | Special<br>Government<br>Employee<br>(SGE)<br>Member |
| Molitor,<br>Jerome    | 06/17/2002 | 06/30/2003 | National Business<br>Travel Association                               | Special<br>Government<br>Employee<br>(SGE)<br>Member |
| Rivers,<br>William    | 06/17/2002 | 06/30/2003 | Director, General<br>Services<br>Administration                       | Special<br>Government<br>Employee<br>(SGE)<br>Member |
| Sammarco,<br>Roy      | 06/17/2002 | 06/30/2003 | Department of<br>Defense  | Special<br>Government<br>Employee<br>(SGE)<br>Member |
| Sarkis, Mary          | 06/17/2002 | 06/30/2003 | American Hotel<br>Lodging<br>Association                              | Special<br>Government<br>Employee<br>(SGE)<br>Member |

|                      |            |            |                        |  |
|----------------------|------------|------------|------------------------|--|
| Stokes,<br>Juanita   | 06/17/2002 | 06/30/2003 | Department of<br>State | Special<br>Government<br>Employee<br>(SGE)<br>Member |
| Sugarek,<br>Julienne | 06/17/2002 | 06/30/2003 | State of Texas         | Special<br>Government<br>Employee<br>(SGE)<br>Member |
| Wilson,<br>Norman    | 06/17/2002 | 06/30/2003 | State of Colorado      | Special<br>Government<br>Employee<br>(SGE)<br>Member |

**Number of Committee Members Listed: 13**

### **Narrative Description**

NA

**What are the most significant program outcomes associated with this committee?**

Checked if  
Applies

|   |                          |
|---|--------------------------|
| Improvements to health or safety                  | <input type="checkbox"/> |
| Trust in government                               | <input type="checkbox"/> |
| Major policy changes                              | <input type="checkbox"/> |
| Advance in scientific research                    | <input type="checkbox"/> |
| Effective grant making                            | <input type="checkbox"/> |
| Improved service delivery                         | <input type="checkbox"/> |
| Increased customer satisfaction                   | <input type="checkbox"/> |
| Implementation of laws or regulatory requirements | <input type="checkbox"/> |
| Other   | <input type="checkbox"/> |

### **Outcome Comments**

NA

**What are the cost savings associated with this committee?**

Checked if Applies

|                     |                          |
|---------------------|--------------------------|
| None                | <input type="checkbox"/> |
| Unable to Determine | <input type="checkbox"/> |

|                            |                          |
|----------------------------|--------------------------|
| Under \$100,000            | <input type="checkbox"/> |
| \$100,000 - \$500,000      | <input type="checkbox"/> |
| \$500,001 - \$1,000,000    | <input type="checkbox"/> |
| \$1,000,001 - \$5,000,000  | <input type="checkbox"/> |
| \$5,000,001 - \$10,000,000 | <input type="checkbox"/> |
| Over \$10,000,000          | <input type="checkbox"/> |
| Cost Savings Other         | <input type="checkbox"/> |

**Cost Savings Comments**

NA

**What is the approximate Number of recommendations produced by this committee for the life of the committee?**

0

**Number of Recommendations Comments**

NA

**What is the approximate Percentage of these recommendations that have been or will be Fully implemented by the agency?**

0%

**% of Recommendations Fully Implemented Comments**

NA

**What is the approximate Percentage of these recommendations that have been or will be Partially implemented by the agency?**

0%

**% of Recommendations Partially Implemented Comments**

NA

**Does the agency provide the committee with feedback regarding actions taken to implement recommendations or advice offered?**

Yes ☐ No ☒ Not Applicable ☐

**Agency Feedback Comments**

NA



**What other actions has the agency taken as a result of the committee's advice or recommendation?**

Checked if Applies

- |                                   |                          |
|-----------------------------------|--------------------------|
| Reorganized Priorities            | <input type="checkbox"/> |
| Reallocated resources             | <input type="checkbox"/> |
| Issued new regulation             | <input type="checkbox"/> |
| Proposed legislation              | <input type="checkbox"/> |
| Approved grants or other payments | <input type="checkbox"/> |
| Other                             | <input type="checkbox"/> |

**Action Comments**

NA

**Is the Committee engaged in the review of applications for grants?**

No

**Grant Review Comments**

NA

**How is access provided to the information for the Committee's documentation?**

Checked if Applies

- |                           |                          |
|---------------------------|--------------------------|
| Contact DFO               | <input type="checkbox"/> |
| Online Agency Web Site    | <input type="checkbox"/> |
| Online Committee Web Site | <input type="checkbox"/> |
| Online GSA FACA Web Site  | <input type="checkbox"/> |
| Publications              | <input type="checkbox"/> |
| Other                     | <input type="checkbox"/> |

**Access Comments**

NA