

AGRICULTURE FAQ'S ON TRAVEL CLAIMS, as of January 2, 2008

Q. What does CONUS or standard CONUS stand for?

A. CONUS is the acronym for Continental United States. Standard CONUS locations are less frequently traveled by the Federal community and are not specifically listed on the United States General Services Administration (GSA) website, www.gsa.gov. Posted 10-3-07

Q. What does surveyed areas mean?

A. Surveyed areas are frequently traveled by the Federal community and are reviewed on an annual basis by the GSA. Lodging rates for surveyed areas are generally higher than the CONUS lodging rate. Posted 10-3-07

Q. Where can I find the per-diem rates for breakfast, lunch and dinner?

A. Go to www.gsa.gov, select "Per Diem Rates", and then select "Meals and Incidental Expense Breakdown". Posted 10-3-07

Q. What if my receipt for lodging is less than the CONUS rate?

A. You will receive the standard CONUS rate as of the receipt date, unless you request in writing to be paid at the lower rate on the lodging receipt. Posted 10-3-07, updated 1-02-08.

Q. I submitted a lodging receipt for a surveyed area, and I was paid less than the surveyed rate. Why?

A. Lodging receipts are required for surveyed areas, and you are reimbursed for the amount of the receipt, and applicable taxes, up to the maximum rate for the surveyed area. If your lodging receipt is less than the amount of the surveyed area, and higher than the CONUS rate, you will be reimbursed at the amounts on the lodging receipt. Posted 1-2-08.

Q. What if I paid less for per-diem and or lodging than the CONUS rate, and I wish to claim less than the CONUS rate?

A. The Division of Internal Audits has determined that if an employee states in writing that he/she wishes to be reimbursed for per-diem or lodging at a lower rate, the employee can request this in writing on the travel claim. If you wish to be paid at less than the CONUS rate, please request in writing on the travel claim that you wish to claim less than the CONUS rate. Please provide the rates you want to be reimbursed on the travel claim. Posted 1-2-08.

Q. What is CAMP RATE and when is it allowed?

A. CAMP RATE is the CONUS rate for per diem and it is 75% of that rate for the first day of travel and the last day of travel. The days in between the first and last day of travel use the standard CONUS per diem rate as of that date. CAMP RATE is only allowed if the Department supplies you with lodging for that night, such as tent or camp trailer. This rate typically applies to field staff in the Division of Wildlife Services (PARC). Posted 10-3-07.

Q. What if lodging taxes and fees are charged on my lodging rate?

A. You are allowed to claim taxes and fees in addition to the lodging rate on both surveyed rate locations and non-surveyed rate (CONUS) locations. If the amount of taxes and fees will put you over the current CONUS rate for lodging you will receive the CONUS rate and the full amount of lodging taxes and fees. A receipt is required showing the lodging taxes and fees. If the amount of lodging is over the allowed lodging rate in surveyed rate locations then you will receive the

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allowed lodging rate, only the taxes on the allowed lodging rate and the full fees indicated on the receipt. Posted 10-3-07.

Q. What if I travel to various destinations from one destination? What would be my primary destination?

A. The primary destination would be where you ended up at the end of the day. Example: If you started in Reno and traveled to Las Vegas and stayed the night in Las Vegas, the primary destination is Las Vegas. While in Las Vegas if you worked in Searchlight or Overton the next day and returned to Las Vegas that night the primary destination is Las Vegas and you would receive the rates for Las Vegas. If you returned to Reno after one night in Las Vegas and stopped along the way to do various business related items, you would receive the Reno rate for per diem, as Reno would be your primary destination. Posted 10-3-07.

Q. What if my primary destination is not indicated on the GSA list?

A. The destination location would have to be located on the list of cities in Nevada which indicates which county each city is in. The counties listed on the GSA list receive the adjusted lodging rates and per diem rates. The counties not listed get the current CONUS rate for lodging & per diem rate. To view rates for cities and counties, visit www.gsa.gov, select "Per Diem Rates", and click on Nevada. The resulting table will display "County", and provide the per diem rate allowed for Meals and Incidental Expense (M&IE) allowed for that county. Posted 10-3-07.

Q. How far must an employee be from their designated workstation to claim per-diem expenses?

A. The employee must be more than 50 miles from the designated workstation, one-way, to claim per-diem, per the Board of Examiners policy adopted December 11, 2007. Prior to that date the agency policy was that an employee needed to be at least 30 miles away from the duty station to claim lunch. Posted 10-3-07, updated 1-2-08.

Q. I received a check or check advice which indicates AMD TRL CLM 7/07. What is it?

A. Accounting is going back and adjusting all travel claims paid from July 01, 2007 through October 1, 2007 with the new rates. AMD TRL CLM 7/07 indicates you are receiving payment for the differences on the original travel claim and the new rates. Posted 10-3-07.