

A faint, light gray map of North America is visible in the background, showing the outlines of the United States, Canada, and Mexico.

CONFERENCE HOTEL RATES (4 PAGES)

CONFERENCE HOTEL RATES CAN EXCEED PER DIEM RATES IF THE FOLLOWING CRITERIA IS MET

- Material is submitted to verify hotel is a conference hotel
- Conference hotel rates over federal per diem hotel rates can be paid out of local funds due to the rule of Federal/State grant funds only pay federal per diem hotel rates found on [gsa.gov](https://www.gsa.gov)

EXAMPLE USING FEDERAL FUNDS

- Employee attending conference in February 2019 in Austin, TX
- Per the conference website, conference hotel rate is \$200/night
- Per [gsa.gov](https://www.gsa.gov) the federal hotel per diem for Austin, TX in February 2019 is \$160/night
- \$160/night plus taxes based on \$160/night can be charged to federal grant funds. Remember we do NOT reimburse Texas state hotel taxes. City and other taxes ARE allowed for Texas state hotels.
- Remaining \$40/night plus remaining taxes can be charged to local funds

EXCEPTIONS

- Conference hotel rooms are sold out. In this case, we can only reimburse the Federal per diem hotel rates for both federal funds AND local funds. The hotel in Austin during February could only be reimbursed for \$160/night. Book conference rooms early!
- If the conference rooms are booked, employees can share a room and the federal per diem is double, tripled, etc., depending on how many employees are in the room. If two employees share one room in Austin in February 2019, they are allowed up to \$320/night. If three employees share a room in Austin in February 2019, they are allowed \$480/night, etc.

THE END