



# United States Department of the Interior

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FINANCIAL MANAGEMENT MEMORANDUM 2019-010 (Vol X.B)

To: Bureau Chief Financial Officers

Through: Teresa R. Hunter  
Acting Deputy Chief Financial Officer and Director  
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Subject: Conventional and Non-Conventional Lodging Fees

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The General Services Administration (GSA) released Federal Travel Regulation Bulletin 19-04, Reimbursement of Fees for Conventional and Non-Conventional Lodging, on February 1, 2019. It states that Federal agencies should apply the “prudent person” requirement when determining reasonability of fees associated with conventional and non-conventional lodging.

Travelers are required to use conventional lodging, which includes corporate lodging for long-term Temporary Duty (TDY) travel, when available, unless an exception to use of non-conventional lodging exists as identified by [FTR 301-11.12 \(a\)\(4\)](#) and [Department of the Interior Temporary Duty Travel Policy 2.2.2](#). When a traveler meets an exception to conventional lodging use and it is determined that non-conventional lodging is necessary and authorized, travelers may be reimbursed for any reasonable service type fees commonly included with a conventional lodging stay. An example of this type of fee would be a cleaning fee; conventional lodging establishments provide daily cleaning service therefore reasonable fees to clean non-conventional lodging are allowed.

The fees for services commonly included in conventional lodging are considered a part of the daily lodging rate, and therefore the fee would be divided by the number of days of total lodging to ensure that when added to the daily lodging fee it does not cause the daily lodging costs to exceed the GSA lodging rate prescribed for the TDY location. An example of this calculation is as follows: non-conventional lodging cost is \$800 per month, cleaning fee cost is \$100 per month, the total cost of \$900 is divided by 30 days for a total lodging cost of \$30 per day.

Administrative service fees to book non-conventional lodging on a booking tool outside of E-Gov Travel Service (ETS) or the Travel Management Center (TMC) are not reimbursable unless non-conventional lodging is authorized. The traveler will be responsible for any service fees associated with the use of unauthorized non-conventional lodging.

When using conventional lodging, fees such as “resort fees,” “amenity fees,” “urban destination fees,” “facility fees” and “daily destination fees” must not be paid to facilitate tours or events that the traveler may take after work hours. Travel approving officials must ensure that these types of fees were not paid to facilitate tours or events for the traveler. Supervisors may require travelers to provide documentation showing that these fees were not for an event or tour.

If you have questions on the changes to the travel policy guidance, please contact your Bureau travel policy lead, or Robert Smith, at email [Robert\\_Smith@ios.doi.gov](mailto:Robert_Smith@ios.doi.gov), or by phone at (202) 208-5684.