

Workday Lodging Information and Breakdown:

Expense Item coding;

In-state Per Diem Lodging

Out-of-state Per Diem Lodging

Foreign Per Diem Lodging

Do NOT use Lump Sum lodging, as this is specific to Faculty Led Travel

Daily Expense Coding: (Specific to Daily Expenses Section)

- This information is the same for each category of In-State, Out-of-State, and Foreign Travel
 - z - Hotel Item - In-State Lodging Room up to per diem
 - o Lodging base rate is lower than or equal to per diem in the area of travel
 - z - Hotel Item - In-State Lodging Room up to 150% per diem
 - o Lodging base rate exceeds per diem in the area of travel
 - z - Hotel Item - In-State Lodging Room over 150% per diem
 - o Lodging base rate exceeds the 150% threshold for the area of travel.
 - o How to calculate 150% rate. (Daily meal per diem + daily lodging per diem) x 150%.
 - Example; Pullman, WA. (55+96)X 150% = 226.50 (150% base rate per diem)
 - Please reach out to CAHNRS BC Travel Staff for any needed assistance.

Exception number information (for up to/ over 150% per diem):

- 1- When costs in the area have escalated for a brief period, either during special events or disasters.
- 2- When lodging accommodations are not available in the area at or below the Maximum Lodging Amount, and the savings achieved from occupying less expensive lodging at a removed site would be consumed by additional transportation and other costs.
- 3- When the traveler attends a meeting, conference, convention, or training session where they are expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility.
- 4- When a traveler is assigned to accompany an elected official, foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
- 5- To comply with provisions of the Americans with Disabilities Act, or when the health and safety of the traveler is at risk.
- 6- When a meeting room is required and it is more economical to acquire special lodging accommodations, e.g., a suite, than to acquire a meeting room and a room for lodging.

B.P.P.M. 95.06

Expenses Exceeding 150 Percent

When all three of the following circumstances apply, the University Controller may approve payment of lodging expenses in excess of 150 percent of the applicable maximum per diem amount for the location (also referred to as the Lodging Exception Ceiling):

- The traveler is required to attend a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events;
- It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held;
- The lowest available advertised lodging rate at the lodging facility exceeds 150 percent of the applicable maximum per diem amount for the location.

Documentation supporting the lodging rates is to be attached to the TEV or its file location referenced.