

**§ 301-11.28**

**41 CFR Ch. 301 (7-1-06 Edition)**

For foreign areas, lodging taxes have not been removed from foreign per diem rates established by the Department of State. Separate claims for lodging taxes incurred in foreign areas are not allowed.

[FTR Amdt. 75, 63 FR 66675, Dec. 2, 1998, as amended by FTR Amdt. 108, 67 FR 57965, Sept. 13, 2002]

**§ 301-11.28 As a traveler on official business, am I required to pay applicable lodging taxes?**

Yes, unless exempted by the State or local jurisdiction.

**§ 301-11.29 Are lodging facilities required to accept a generic federal, state or local tax exempt certificate?**

Exemptions from taxes for Federal travelers, and the forms required to claim them, vary from location to location. The GSA Travel Homepage (<http://policyworks.gov/travel>) lists jurisdictions where tax exempt certificates should be honored.

**§ 301-11.30 What is my option if the Government lodging rate exceeds my lodging reimbursement?**

You may request reimbursement on an actual expense basis, not to exceed 300 percent of the maximum per diem allowance.

Approval of actual expenses is usually in advance of travel and at the discretion of your agency. (See § 301-11.302.)

[FTR Amdt. 75, 63 FR 66675, Dec. 2, 1998]

**§ 301-11.31 Are laundry, cleaning and pressing of clothing expenses reimbursable?**

Yes. The expenses incurred for laundry, cleaning and pressing of clothing at a TDY location are reimbursable as a miscellaneous travel expense. However, you must incur a minimum of 4 consecutive nights lodging on official travel to qualify for this reimbursement. Laundry and dry cleaning expenses have not been removed from for-

eign per diem rates established by the Department of State, or from non-foreign area per diem rates established by the Department of Defense. Separate claims for laundry and dry cleaning expenses incurred in foreign areas and non-foreign areas are not allowed.

[FTR Amdt. 75, 63 FR 66675, Dec. 2, 1998, as amended by FTR Amdt. 108, 67 FR 57965, Sept. 13, 2002]

**§ 301-11.32 May I be reimbursed for an advance room deposit in situations where a lodging facility requires the payment of a deposit, prior to the beginning of my scheduled official travel?**

Yes, your agency may reimburse you for an advance room deposit, when such a deposit is required by the lodging facility to secure a room reservation, prior to the beginning of your scheduled official travel. However, if you are reimbursed the advance room deposit, but fail to perform the scheduled official travel for reasons not acceptable to your agency, resulting in forfeit of the deposit, you are indebted to the Government for that amount and must repay it in a manner prescribed by your agency.

[FTR Amdt. 108, 67 FR 57965, Sept. 13, 2002]

**Subpart B—Lodgings-Plus Per Diem**

**§ 301-11.100 What will I be paid for lodging under Lodgings-plus per diem?**

When travel is more than 12 hours and overnight lodging is required you are reimbursed your actual lodging cost not to exceed the maximum lodging rate for the TDY location or stop-over point.

**§ 301-11.101 What allowance will I be paid for M&IE?**

(a) Except as provided in paragraph (b) of this section, your allowance is as shown in the following table:

When travel is	Your allowance is
More than 12 but less than 24 hours .....	75 percent of the applicable M&IE rate.
24 hours or more, on .....	75 percent of the applicable M&IE rate.
..... The day of departure .....	100 percent of the applicable M&IE rate.
..... Full days of travel .....	75 percent of the applicable M&IE rate.
..... The last day of travel .....	