2003 Current Fiscal Year Report: Governmentwide Per Diem Advisory Board

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1. Department or Agency	2. Fiscal Year
General Services Administration	2003

3. Committee or Subcommittee	3b. GSA Committee No.
Governmentwide Per Diem Advisory Board	13860

4. Is this New During Fiscal Year?	5. Current Charter	6. Expected Renewal Date	7. Expected Term Date
No	05/08/2002		05/08/2003

8a. Was Terminated During FiscalYear?	8b. Specific Termination Authority	8c. Actual Term Date
Yes		05/08/2003

9. Agency Recommendation for Next FiscalYear	10a. Legislation Req to Terminate?	10b. Legislation Pending?
Terminate	No	

11. Establishment Authority Agency Authority

12. Specific Establishment Authority	13. Effective Date	14. Commitee Type	14c. Presidential?
Agency Decision	05/02/2002	Ad hoc	No

15. Description of Committee Other Committee

16a. Total Number of Reports 1

16b. Report Date	Report Title
07/01/2003	Governmentwide Per Diem Advisory Report

Number of Committee Reports Listed: 1

17a. Open 3 **17b. Closed** 0 **17c. Partially Closed** 0 **Other Activities** 0 **17d. Total** 3

Meetings and Dates

Purpose	Start	End

To review the current process and methodology that is used by GSA's Office of Governmentwide Policy to determine the per diem rates for destinations within the continental United States (CONUS), and to provide advice on best practices for a Federal lodging program.	10/17/2002 - 10/17/2002
To review the current process and methodology that is used by GSA's Office of Governmentwide Policy to determine the per diem rates for destinations within the continental United States (CONUS), and to provide advice on best practices for a Federal lodging program.	11/14/2002 - 11/14/2002
To review the current process and methodology that is used by GSA's Office of Governmentwide Policy to determine the per diem rates for destinations within the continental United States (CONUS), and to provide advice on best practices for a Federal lodging program.	01/24/2003 - 01/24/2003

Number of Committee Meetings Listed: 3

	Current FY	Next FY
18a(1). Personnel Pmts to Non-Federal Members	$0.00	$0.00
18a(2). Personnel Pmts to Federal Members	$0.00	$0.00
18a(3). Personnel Pmts to Federal Staff	$30,000.00	$0.00
18a(4). Personnel Pmts to Non-Member Consultants	$20,000.00	$0.00
18b(1). Travel and Per Diem to Non-Federal Members	$10,856.00	$0.00
18b(2). Travel and Per Diem to Federal Members	$0.00	$0.00
18b(3). Travel and Per Diem to Federal Staff	$0.00	$0.00
18b(4). Travel and Per Diem to Non-member Consultants	$0.00	$0.00
18c. Other(rents,user charges, graphics, printing, mail, etc.)	$41,027.00	$0.00
18d. Total	$101,883.00	$0.00

19. Federal Staff Support Years (FTE)	1.00	0.00

20a. How does the Committee accomplish its purpose?

To ensure thorough understanding of both the current processes and methodology of the per diem and government lodging programs, the Board consulted with government personnel tasked with managing these programs. The Board also researched the impact of the current programs as used by government agencies and travelers through interviews with government representatives including Federal Executive Boards (FEB's). Additionally, the Board conducted a survey on traveler satisfaction with the current per diem rates, which resulted in over 12,000 responses. Further, the Board reviewed pertinent published articles and comments in GSA's "No-Vacancy" website to evaluate satisfaction levels. To obtain information regarding "Best Practices" for per diem and lodging programs, the Board surveyed officials with State governments, Canadian provinces, travel agencies, and corporations, including cost-reimbursable contractors. The Board also obtained assistance from the National Business Travel Association (NBTA) and industry consultants to identify common and best practices. Throughout this process, the Board worked closely with government entities, including GSA, DoD, and various other government agencies. Based on research analysis and industry expertise, the Board established criteria for a) setting appropriate per diem rates and b) developing an effective governmentwide lodging program. After extensive review of other alternatives, the Board endorsed use of the current per diem reimbursement structure (lodging at actual

expense up to the GSA-established maximum and a fixed meals and incidental expense (M&IE) allowance). The Board has developed recommendations that include a total revision of the current lodging per diem methodology, which will cause per diem rates to be set based on substantiated market data. Revision of the incidental expense model and a more regular benchmarking of Federal meal rates are also recommended. In addition, the lodging best practice recommendations provide a streamlined approach to a governmentwide lodging program, which will realize savings for the Federal government while providing Federal travelers with appropriate accommodations, within per diem, and are viable to all stakeholders. The Board concluded that lodging programs, which are effectively managed, are most successful and recommends that GSA take appropriate action to establish and manage one governmentwide program for all Federal government travelers.

20b. How does the Committee balance its membership?

The Board's membership consists of both Federal and State government officials along with industry experts who have applied their knowledge and engaged in research with other knowledgeable individuals and industry organizations to examine topics related to governmentwide per diems and lodging programs.To assist in achieving its objectives, the Board created two subcommittees, Governmentwide Per Diem Subcommittee, and Government Lodging Program Subcommittee, to conduct research and provide advice, ensuring that all activities of the subgroups complied with FACA. The subcommittees' deliverables were:• The Governmentwide Per Diem Subcommittee presented recommendations for improvements to

the per diem rate-setting process and methodology for meals, lodging, and incidental expenses within CONUS.• The Governmentwide Lodging Program Subcommittee presented recommendations for a nationwide government lodging program that provides government travelers with properties appropriate to mission requirements, provides the government with the best price value, and is commercially viable to the industry.

20c. How frequent and relevant are the Committee Meetings?
Estimated Total Meetings - 7 - Once per month.

20d. Why can't the advice or information this committee provides be obtained elsewhere?
The Governmentwide Per Diem Advisory Board (the Board) questions the appropriateness of the per diem rates, the methodology used to calculate the allowances, and whether the current processes and programs are the most suitable. To address these questions, the Administrator General Services established the Board to review the current process and methodology used to establish the Federal per diem rates within the Continental United States (CONUS). In addition, the Board was established to provide advice regarding best practices for a governmentwide lodging program.

20e. Why is it necessary to close and/or partially closed committee meetings?
N/A

21. Remarks
N/A

Designated Federal Officer

Robert L. Milller Program Analyst, Office of Transportation and Personal Property

Committee Members	Start	End	Occupation	Member Designation
Bonetti, Claudia	06/17/2002	06/30/2003	Lockheed Martin Corporation	Special Government Employee (SGE) Member
Brooks, Lori	06/17/2002	06/30/2003	National Defense Travel Association	Special Government Employee (SGE) Member
Burke, Timothy	06/17/2002	06/30/2003	Director, General Services Administration	Special Government Employee (SGE) Member
DeJesu, Ashley	06/17/2002	06/30/2003	National Defense Transportation Association	Special Government Employee (SGE) Member
Hutchinson, Cheryl	06/17/2002	06/30/2003	President, Association of Corporate Travel Executives (ACTE)	Special Government Employee (SGE) Member
Lamb, Scott	06/17/2002	06/30/2003	Society of Government Travel Professionals	Special Government Employee (SGE) Member
Molitor, Jerome	06/17/2002	06/30/2003	National Business Travel Association	Special Government Employee (SGE) Member
Rivers, William	06/17/2002	06/30/2003	Director, General Services Administration	Special Government Employee (SGE) Member
Sammarco, Roy	06/17/2002	06/30/2003	Department of Defense	Special Government Employee (SGE) Member
Sarkis, Mary	06/17/2002	06/30/2003	American Hotel Lodging Association	Special Government Employee (SGE) Member

Stokes, Juanita	06/17/2002	06/30/2003	Department of State	Special Government Employee (SGE) Member
Sugarek, Julienne	06/17/2002	06/30/2003	State of Texas	Special Government Employee (SGE) Member
Wilson, Norman	06/17/2002	06/30/2003	State of Colorado	Special Government Employee (SGE) Member

Number of Committee Members Listed: 13

Narrative Description

NA

What are the most significant program outcomes associated with this committee?

	Checked if Applies
Improvements to health or safety	☐
Trust in government	☐
Major policy changes	☐
Advance in scientific research	☐
Effective grant making	☐
Improved service delivery	☐
Increased customer satisfaction	☐
Implementation of laws or regulatory requirements	☐
Other	☐

Outcome Comments

NA

What are the cost savings associated with this committee?

	Checked if Applies
None	☐
Unable to Determine	☐

Under $100,000 ☐
$100,000 - $500,000 ☐
$500,001 - $1,000,000 ☐
$1,000,001 - $5,000,000 ☐
$5,000,001 - $10,000,000 ☐
Over $10,000,000 ☐
Cost Savings Other ☐

Cost Savings Comments
NA

What is the approximate Number of recommendations produced by this committee for the life of the committee?
0

Number of Recommendations Comments
NA

What is the approximate Percentage of these recommendations that have been or will be Fully implemented by the agency?
0%

% of Recommendations Fully Implemented Comments
NA

What is the approximate Percentage of these recommendations that have been or will be Partially implemented by the agency?
0%

% of Recommendations Partially Implemented Comments
NA

Does the agency provide the committee with feedback regarding actions taken to implement recommendations or advice offered?
Yes ☐ No ☑ Not Applicable ☐

Agency Feedback Comments
NA

What other actions has the agency taken as a result of the committee's advice or recommendation?

	Checked if Applies
Reorganized Priorities	☐
Reallocated resources	☐
Issued new regulation	☐
Proposed legislation	☐
Approved grants or other payments	☐
Other	☐

Action Comments

NA

Is the Committee engaged in the review of applications for grants?

No

Grant Review Comments

NA

How is access provided to the information for the Committee's documentation?

	Checked if Applies
Contact DFO	☐
Online Agency Web Site	☐
Online Committee Web Site	☐
Online GSA FACA Web Site	☐
Publications	☐
Other	☐

Access Comments

NA