

# Reclamation Manual

## Directives and Standards

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### **Increased Per Diem Cost Justification Requirements for Temporary Duty Extended (TDE) Travel**

TDE travelers requesting increased per diem must complete a cost justification that includes:

1. **Purpose of Detail Assignment.** A description of the purpose and any details pertinent to travel and lodging.
2. **Lodging Location.** TDE assignments require that the employees stay in surrounding townships/cities. How and why the location was selected versus other areas must be justified in the document. Information regarding appropriateness of alternate locations must be included.
3. **Dates of Assignment.** The estimated dates that the travel will be necessary. If travel lasts longer than one year, a new cost justification will need to be provided annually.
4. **Employee(s) Assigned.** Name, title, and estimated travel dates of assigned employee(s).
5. **Official Duty Station and TDE Location.** Addresses of official duty station, official home of record and TDE location.
6. **Written Justification for Increase to the Reduced Lodging Rate.** Accurate and detailed information to help the Directors and the Regional Directors explaining why reducing the per diem to 55 percent of the General Services Administration (GSA) prescribed rates would negatively impact the of Reclamation. The detailed information must include all of the following for the Cost Study
  - A. Comparison of three to five long-term stay hotels/motels and their rates. The comparison must include specific information including contact name, and whether the facility is able to provide group and/or extended stay discounts. If an Internet search is used for the cost comparison, the documents must be printed and attached to the cost study. If three to five long-term stay hotels/motels are not available within a reasonable distance of the project location, provide an explanation and any related documents.
  - B. Comparison of three to five short-term stay rental apartments/condos and their rates. Comparison must include contact name and whether the facility is able to provide group and/or extended stay discounts. The cost study must include all additional costs that would be included in a hotel (e.g., furniture, housewares, and utilities, including all service and connection fees). If an Internet search is used for the cost comparison, the documents must be printed and attached to the study. If three to five short-term stay rental apartments/condos are not available within a reasonable distance of the project location, provide an explanation and any related documentation.

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- C. Research results for lodging providing kitchens/kitchenettes/ cooking facilities. Specific information about who was contacted, and if the manager was able to give group and/or extended stay discounts. If an internet search was completed, print the documents and attach them to the cost study.
7. **Written Justification to Increase the Reduced Meals and Incidental Rate.** The justification must include all of the following:
- A. Accurate and detailed information to help the Directors and Regional Directors to fully understand why reducing the per diem to 55 percent of the GSA prescribed rates would negatively impact Reclamation.
  - B. Include a list of three to five restaurants in the area as well as the following information: who was contacted, contact's phone number, average meal cost, distance to restaurant from work site and lodging, and if available a copy of the menu.