

Update to Policy 515 Section 7 Lodging Reimbursement - Effective October 1, 2016

[Policy 515](#) Travel – Employees

Effective October 1, 2016 the GSA (U.S. General Services Administration) for Employee In-State Lodging has been adjusted for several select counties in ND. The [Accounting Office website](#) and [North Dakota Hotel Reference](#), have been updated to reflect this change.

In-State Lodging:

Maximum of ninety percent of the [GSA rate for lodging in North Dakota](#) plus applicable state and local taxes. As of October 1, 2016, the GSA rate for lodging in ND was \$91, therefore the maximum amount that can be claimed is **\$81.90** plus applicable taxes ($\$91 \times 90\% = \81.90). The GSA will update their rates periodically during the biennium and the allowable lodging reimbursement will also change at that time.

See city/county rate exceptions on the following chart. The amounts shown are 90% of the GSA rates and are the maximum state reimbursable rates that can be claimed, plus applicable state and local taxes. These rates are effective October 1, 2016.

City	Counties	2016			2017								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Dickinson/ Beulah	Stark, Mercer, Billings	96.30	96.30	96.30	96.30	96.30	96.30	96.30	96.30	96.30	96.30	96.30	96.30
Williston	Williams, Mountrail, McKenzie	110.70	110.70	110.70	110.70	110.70	110.70	110.70	110.70	110.70	110.70	110.70	110.70

For additional travel information and guidance, visit the [Quick Reference Guide for Employee Travel](#).