

## Actual Subsistence

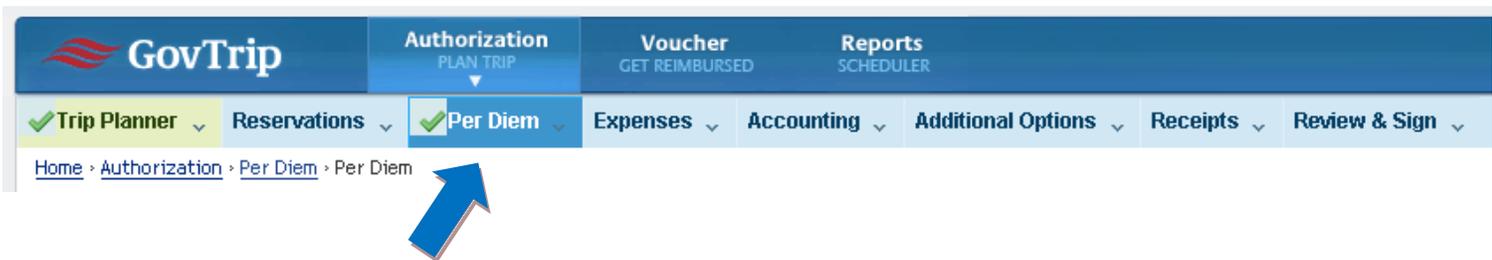
Actual subsistence is the actual costs of lodging and/or meals that exceed the GSA established per diem rate. Actual subsistence must be authorized in advance of travel on a trip-by-trip authorization. Employees should make every effort to obtain lodging at the established rate. For a complete list of per diem rates by location go to: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

When actual subsistence is required: The traveler/travel arranger shall request for approval for actual subsistence. The steps below explain what is needed to complete this request and how to edit the per diem amounts to the actual cost incurred.

### **Steps 1-3 must be followed for the appropriate approval:**

#### Step 1:

Open your document in EDIT mode and proceed to the “Per Diem” screen.



#### Step 2:

Select EDIT next to the date where the lodging cost was over per diem or select EDIT ALL, if applicable.

### Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "ex meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to

Date	Location	View/Edit	Reset	Ldg Cost	Ldg Allowed
08/02/10	WASHINGTON,DC	 Edit	> <a href="#">Reset</a>	170.00	170.00
08/03/10	WASHINGTON,DC	> <a href="#">Edit</a>	> <a href="#">Reset</a>	170.00	170.00
08/04/10	WASHINGTON,DC	> <a href="#">Edit</a>	> <a href="#">Reset</a>	170.00	170.00
08/05/10	WASHINGTON,DC	> <a href="#">Edit</a>	> <a href="#">Reset</a>	0.00	0.00
		 <a href="#">Edit All</a>	<a href="#">Reset All</a>		

## Per Diem Entitlements

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers.

Location:	WASHINGTON,DC
Values Apply From Date:	08/02/10
Values Apply Through:	08/05/2010 

### Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below.

Per Diem Rate:	170.00 / 71.00	Method of Reimbursement:
Lodging (\$):	<input type="text" value="210.00"/>	<input type="text" value="PERSONAL"/>
M & IE (\$):	53.25	<input type="text" value="PERSONAL"/>
Reimbursable:	YES	

**Step 3:** Scroll to the bottom of the page and click the "Actual Lodging" box, a check mark will appear as shown below.



<input type="checkbox"/>	<b>Leave</b>
Check here if you are taking leave for the above date or date range.	
<input checked="" type="checkbox"/>	<b>Actual Lodging</b>
Check here if you need to use Actual Lodging for the above date or date range.	
 Per Traveler Actual Lodging costs limited to: <b>\$210</b>	