GSA Per Diem Update Rates

New GSA rates will be effective for FY 2016 on October 1st of each year and are in effect October 2015 through September 2016. GSA establishes the per diem rates for the lower 48 continental United States, which are the maximum allowances that federal employees are reimbursed for expenses incurred while on official travel. Please visit the Internal Revenue Service (IRS) website for further information on per diem, privately owned mileage reimbursement rate, rental car policies, the high-low method including tax withholdings for the non-federal sector.

The Defense Department website establishes all per diem rates for Alaska, Hawaii and U.S. possessions, including Puerto Rico. The State Department website establishes all foreign per diem rates.

The continental United States per diem rate for an area is actually three allowances: the lodging allowance, the meals allowance and the incidental expense allowance. Most of the continental United States is covered by the standard continental United States per diem rate of $140 ($89 lodging, $51 meals and incidental expenses).
Client Notification REAL ID

DTS wants to ensure that you are kept up to date on changes being made and how they are changing the way you travel. One such change is the new "REAL ID" Act being implemented by the U.S. Department of Homeland Security (DHS).

The U.S. Department of Homeland Security’s “REAL ID Act” will ultimately require all state-issued drivers’ licenses to include “machine-readable technology” or chips to help keep us safe and secure while traveling.

While the intention is to begin enforcement of the REAL ID Act in early 2016, the DHS is continuing a comprehensive evaluation of the act’s implementation. The results of that study will determine the timing of the next phases with ample advance notice.

According to the DHS, “States and other jurisdictions have made significant progress in enhancing the security of their licenses over the last number of years. As a result, approximately 70-80% of all U.S. drivers hold licenses from jurisdictions that meet the Act’s standards or that have received extensions. Individuals holding driver’s licenses or identification cards from these jurisdictions may continue to use them as before.”

We strongly recommend that our clients apply for passports since they’ll not only be able to use them for international travel (including to Canada, the Caribbean and Mexico), but they’ll be accepted universally as a form of identification.

We also encourage you to sign up for the DHS’ Global Entry program, which enables travelers to pass through U.S. Customs & Immigration much more quickly and qualifies you for TSA’s Pre-check airport security lines.

We also recommend that travelers request the enhanced driver’s license from DMV when convenient. For more information please visit the DHS Real ID ACT FAQs at http://www.dhs.gov/real-id-public-faqs.

The U.S. Department of Homeland Security granted an extension, of up to one year, to states not in compliance with the REAL ID Act. The states are: Louisiana, Minnesota, New Hampshire and New York (plus American Samoa).
FY 2016 Meals and Incidental Expenses (M&IE) Breakdown

New GSA rates will be effective for FY 2016 on October 1st of each year and are in effect October 2015 through September 2016. The separate amounts for breakfast, lunch and dinner listed below are provided should you need to deduct any of those meals from your trip voucher. Some departments have different rules that apply for their employees; please check with your department for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from $51 to $74). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at www.gsa.gov/perdiem.

<table>
<thead>
<tr>
<th>Total</th>
<th>Continental Breakfast/Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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<td>$17</td>
<td>$18</td>
<td>$34</td>
<td>$5</td>
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</tbody>
</table>

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

<table>
<thead>
<tr>
<th>Total</th>
<th>First &amp; Last Day of Travel</th>
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<tr>
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</table>
“CONCUR” to MAXIMIZE on Commissions!
We encourage all employee travelers and travel arrangers to setup an account in CONCUR to book airfare, hotel and car rentals!

The use of the online tool will incur a small transaction fee per reservation as opposed to calling a full service agent to book travel. CONCUR is not only convenient and a one-stop shop for travelers and travel arrangers, but COMMISSIONS can also be earned when international airfare and/or hotel reservations are booked online. Most hotels are commissionable based on the common hotel chains, destinations, number of days, room rates, available discounts, and the overall lodging costs incurred. Some of the common chains with commissions are the big brands, such as, the Hyatt, Hilton, Marriott and Starwood.

After your travel takes place, these commissions will also serve to offset the management fees charged back to your division, so the online benefits are a simple and doable venue to minimize departmental expense yet MAXIMIZE on the returns!

Don’t delay, CONCUR to create your account today!

HELPFUL TRAVEL TIPS
Please provide the following information if calling a FULL SERVICE AGENT when booking travel:
• Travel Authorization (ten digits)
• Cost Center
• State credit card (TAC/CLIBA) to maximize UT System discounts and savings

CONCUR Reminders

Travel Authorization ID This 10 digit number can be obtained from electronic Travel Authorization created in UTShare/Peoplesoft (e.g.: 0123456789). Travel Authorizations must be approved before booking travel. Changes do not apply to STUDENT or GUEST travel.

Speed type or Cost Center identify the department’s cost center code.
Setting up a user account in CONCUR is quick and easy!
1- Send an email to Disbursements.Travel@utsa.edu requesting access. A self-registration link will be emailed to you if you are an employee of UTSA.
2- Complete below screen:

3- Wait for access approval (24 hour turnaround).
4- Once approved, you will receive a CONCUR generated email providing you with a link for user to setup account and complete profile. Link expires within 24 hours.
Where can I process or renew a Passport or Visa?

Travelers no longer have to drive up to Houston to process or renew a Passport or Visa. CTP can easily expedite this process. There is an expert available on site to assist with destination requirements consultation and document procurement. For more information please call Damita McGarity-Jones at (210) 375-7333 or email her at dmcgarity@ctp-travel.com. Her hours are from M-F from 9am-6pm.

Fields to complete in CONCUR as part of your traveler profile

- Personal Information
- Company Information
- Credit card information (you can add more than one credit card)
- E-Receipt Activation (electronic receipts)
- Travel Vacation Reassignment
- Mobile registration (setup access to CONCUR on your mobile device)
- System settings
- Contact Information (how can CTP contact you about your travel arrangements?)
- International Travel: Passport and Visas
- Setup travel assistants (allow an admin assistant to book and pay for trips on your behalf)
- Travel preferences (carrier, hotel, rental car, frequent travel programs, SW credits, TSA Secure Flight)
- Change password