

U.S. Department of State
Office of Allowances
Hotel and Restaurant Report

INSTRUCTIONS

The information provided in this report will be used to determine the travel Per Diem Allowance. Please complete and sign the Post Information section, as well as Sections 1 and 2. The instructions below correspond to the required data fields in Sections 1 and 2.

COMPLETING THE REPORT:

General Instructions

- (a) The Hotel and Restaurant Report (DS-2026) is used to determine the maximum travel allowances. It is to be submitted by civilian Federal agencies in accordance with Sections 070 and 920 of the Department of State Standardized Regulations (DSSR). Reports submitted by Uniformed Service members must follow the procedures provided in Appendix M of the Joint Federal Travel Regulations.
- (b) Report all prices in the currency required by the facility. Provide explanation in the *Comments* section if the hotel and/or meal prices are quoted in U.S. dollars. Round the tax rate, service charge, or tip rate percentages to two digits.
- (c) If there are no suitable hotel or restaurant facilities within a reasonable distance (including hostels and guest houses), include under *Comments* (Sections 1 and 2) a statement about the arrangements made for travelers. *Typical room rates* refer to discounted room rates most often given to United States Government (USG) travelers. *Typical meals* refer to basic food items most often consumed by USG travelers.

Section 1 - Hotels

- (a) List prices for moderately priced hotels that are frequently used by USG employees and reported in the post log or by the military billeting office. Post should select hotels that meet U.S. standards of size, cleanliness, security, and safety as much as possible. Post should refrain from reporting costs for hotels that offer luxury accommodations and/or are primarily used by VIPs or Congressional delegations (hotels normally rated as superior, first-class, or deluxe). If hotels do not have single rooms with private baths, then describe the types of rooms available in the Comments section.
- (b) Explain in the *Comments* section any change in hotels listed or price levels from the previous survey.
- (c) If hotels have high and low seasons, report the seasonal rates and provide dates.
- (d) Provide the number of room reservations at each lodging facility using hotel reservation logs maintained by the post or the military billeting office.

Section 2 - Restaurants and Fast Food Facilities

- (a) The restaurants used in this survey must represent those facilities most frequently used by USG travelers. You are not required to base your restaurant selections on the meal facilities reported in the living pattern questionnaire.
- (b) Justify in the *Comments* section any reporting of hotel restaurants for meals, as opposed to local restaurants. For example, the Regional Medical Officer and/or Regional Security Officer may deem local restaurants unsanitary and/or unsafe.
- (c) List the average price levels for all main course and additional meal items requested.
- (d) Prices for soup and salad are intended to be small servings, as often provided with a full meal. Note in the *Comments* section if the prices listed represent full or large portions.
- (e) Select the fast food outlets most used by USG travelers.

SUBMITTING THE REPORT:

- (a) **Department of State posts** should submit the signed original of this report and other supporting documentation directly to the Department of State, Office of Allowances:

U.S. Department of State
Office of Allowances (A/OPR/ALS)
Room H-314, SA-1
Washington, D.C. 20522-0103

Copies of this report may be sent in advance via fax or email to:

Fax: 202-261-8707
Email: AllowancesO@state.gov

- (b) **Non-Department of State locations** should submit the signed original of this report and other supporting documentation directly to the Department of State, Office of Allowances (see address above). A copy should be sent to the parent agency's Headquarters/Washington, D.C. office.



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POST INFORMATION

Post/Country (i.e., Sydney, Australia):	Exchange Rate: List the prevailing currency exchange rate available to United States Government (USG) personnel and describe the primary source (i.e., local banks, USDO, etc.).	
Survey Location (i.e., Cairns):	<u>Example</u>	<u>Actual</u>
U.S. Agency (i.e., Department of State):	Exchange Rate: 1.55 AUD = 1.00 USD Source: Embassy Cashier	Exchange Rate: _____ = 1.00 USD Source: _____

I certify that this report is accurate, current, and has been completed in accordance with the Department of State Standardized Regulations (DSSR).

Approving Officer (Last, First, MI) (Print or type):	Title of Approving Officer:
_____	_____
Approving Officer Signature:	Date (mm-dd-yyyy):
_____	_____

SECTION 1 - HOTELS

Most Frequently Used Hotel

Hotel Name:	Hotel Address:
_____	_____

Typical Room Rates Available for a USG Traveler During Majority of Year	Seasonal Rates
USG Discounted Room Rate: Local Currency: <input type="checkbox"/> Yes <input type="checkbox"/> No If the USG rate is not available to all USG travelers, provide the commercial rate and explain who can use the USG rate. Commercial Rate: Explanation: _____	If a higher USG rate is in effect during specific times of the year, provide the rate and dates when the higher rate is charged. USG Discounted Room Rate: Local Currency: <input type="checkbox"/> Yes <input type="checkbox"/> No High Season Dates: (mm-dd-yyyy) _____ to _____ _____ to _____ _____ to _____

Taxes	Service Charges
If the hotel charges taxes that are not included in the USG rate, fill in the appropriate fields below. Tax Percent: _____ Tax Flat Amount: _____	If the hotel has service charges that are not included in the USG rate, fill in the appropriate fields below. Service Charge Percent: _____ Service Charge Flat Amount: _____

Other

USG rate reported includes: Breakfast Lunch Dinner

Number of reservations from post log or military billeting office: _____

Number of rooms in the hotel: _____

Hotel meets U.S. equivalent fire/safety standards: Yes No

Comments:

Second Most Frequently Used Hotel

Hotel Name:

Hotel Address:

**Typical Room Rates Available for a
USG Traveler During Majority of Year**

Seasonal Rates

USG Discounted Room Rate:

Local Currency: Yes No

If the USG rate is not available to all USG travelers, provide the commercial rate and explain who can use the USG rate.

Commercial Rate: _____

Explanation: _____

If a higher USG rate is in effect during specific times of the year, provide the rate and dates when the higher rate is charged.

USG Discounted Room Rate:

Local Currency: Yes No

High Season Dates: _____ to _____
(mm-dd-yyyy) _____ to _____
_____ to _____

Taxes

Service Charges

If the hotel charges taxes that are not included in the USG rate, fill in the appropriate fields below.

Tax Percent: _____

Tax Flat Amount: _____

If the hotel has service charges that are not included in the USG rate, fill in the appropriate fields below.

Service Charge Percent: _____

Service Charge Flat Amount: _____

Other

USG rate reported includes: Breakfast Lunch Dinner

Number of reservations from post log or military billeting office: _____

Number of rooms in the hotel: _____

Hotel meets U.S. equivalent fire/safety standards: Yes No

Comments:

Third Most Frequently Used Hotel

Hotel Name:	Hotel Address:
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Typical Room Rates Available for a USG Traveler During Majority of Year	Seasonal Rates
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<p>USG Discounted Room Rate: Local Currency: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the USG rate is not available to all USG travelers, provide the commercial rate and explain who can use the USG rate.</p> <p>Commercial Rate: _____ Explanation:</p>	<p>If a higher USG rate is in effect during specific times of the year, provide the rate and dates when the higher rate is charged.</p> <p>USG Discounted Room Rate: Local Currency: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>High Season Dates: _____ to _____ (mm-dd-yyyy) _____ to _____ _____ to _____</p>
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Taxes	Service Charges
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<p>If the hotel charges taxes that are not included in the USG rate, fill in the appropriate fields below.</p> <p>Tax Percent: _____ Tax Flat Amount: _____</p>	<p>If the hotel has service charges that are not included in the USG rate, fill in the appropriate fields below.</p> <p>Service Charge Percent: _____ Service Charge Flat Amount: _____</p>
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Other

USG rate reported includes: Breakfast Lunch Dinner

Number of reservations from post log or military billeting office: _____

Number of rooms in the hotel: _____

Hotel meets U.S. equivalent fire/safety standards: Yes No

Comments: