

# *Hotel and Restaurant Report Handbook*

## General Information

This Handbook contains instructions for completing the 2004 version of the **HOTEL AND RESTAURANT REPORT FORM**.

Information from the **Hotel and Restaurant Report Form** is used to review and establish travel Per Diem allowances.

Restaurant information from the **Living Pattern Survey** and the **Hotel and Restaurant Report Form** is used to develop the Food Away Category of the U.S. Department of Defense Cost-of-Living Allowances (COLA) for members of the Uniformed Services assigned outside of the Continental United States (CONUS).

## Submission of Reports

The preparation and submission of reports for military members is explained in JFTR, Appendix M.

The Hotel and Restaurant Report Form is available from the Defense Travel Management Office Web Site at: <http://www.defensetravel.dod.mil/site/surveyInst.cfm>

Defense Travel Management Office  
Strategic Planning and Policy Division, Allowances Branch  
4800 Mark Center Drive, Suite 04J25-01  
Alexandria, VA 22350-9000

# HOTEL AND RESTAURANT REPORT FORM

The prices in this section are used in determining the non-foreign location per diem allowance.

INSTRUCTIONS	<p><u>The survey instructions in this handbook should be carefully reviewed before the Hotel and Restaurant Report Form is completed.</u></p>
POST INFORMATION	<p>If the Hotel and Restaurant Report Form is submitted as part of a full cost-of-living survey (RPS), any differences in currency exchange rates reported on page 1 of the RPS and the Post Information section of the Hotel and Restaurant Report Form should be explained. Always include in the Post Information section the most favorable currency exchange rate available to members on temporary detail at overseas location. The name and signature of the Approving Official must be included in this section.</p>
HOTELS Section 1	<p>The Instructions in COMPLETING THE REPORT Section 1 should be carefully followed in completing this page.</p> <p>Any change in hotels from the previous survey should be carefully explained and justified by comments submitted with the report. The fact that a new hotel has better accommodations or is more convenient to certain U.S. Government offices is not of primary importance. This report must reflect temporary lodging accommodations for all Federal travelers.</p>

<p>HOTEL SELECTION</p>	<p>As the allowances based on this report directly affect Federal expenditures, it is essential that the report be fairly and objectively prepared by the overseas location. The overseas location should carefully guard against any inclination to use only better quality accommodations as representative of those most used by Federal employees.</p> <p>A facility must be selected based on its overall suitability in providing adequate accommodations at a reasonable "local cost" to the majority of Federal employees on official travel. The choice of any facility readily identifiable as exceptional, in relation to U.S. standards, should be carefully explained and justified in the report. Industry standards describe deluxe hotels as exclusive and expensive hotels offering the highest standards of service. Typically, they are substantially more expensive than business-class hotels.</p>
<p>HOTEL RATES</p>	<p>Be sure to report hotel prices rates at the Government rate. If these rates are only available to diplomatic passport holders or other government personnel, this fact should be carefully noted in the comments section. Indicate number of rooms in each hotel. Show number of rooms available per night at the Government rate.</p> <p>Report all hotel prices in local currency or the currency "required" by the facility. Be sure to specify in the comments section if the prices reported are not in local currency.</p>
<p>RESTAURANT SELECTION Section 2</p>	<p>Any use of hotel restaurants for the Most Frequently Used, Second Most Frequently Used, or Third Most Frequently Used restaurants should be carefully explained. The restaurants used should be moderately priced and suitable for any typical Federal employee.</p>

<p><b>RESTAURANT PRICES</b></p>	<p>In reporting individual food item prices, select medium or average price levels for each entrée or additional meal item</p> <p>Include fast food prices in the spaces provided.</p> <p>Be sure to include typical prices for any overseas location or Military facility in the spaces provided.</p> <p>If possible, forward copies of menus from the reported restaurants with the Hotel and Restaurant Report Form.</p> <p>Report all prices in local currency or the currency "required" by the facility. Be sure to specify if prices are not reported in the local currency.</p> <p>Tax and service charges should be reported only if not included in the price of the food. Otherwise, leave these columns blank.</p>
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## **REVIEW BEFORE SUBMISSION**

### **Omissions**

When completed, the responsible survey officer should carefully review the report to make certain that all the information requested is furnished.

### **Inconsistencies with Previous Survey**

**The responsible survey officer must compare all current prices with the previous survey. If the prices are substantially different, provide explanations or comments so that the Defense Travel Management Office's Allowances Branch will not assume there is an error in the current report. If errors are discovered in the previous survey, this should be reported so that a valid comparison between the reports can be made.**