

GSA Lodging Compliance Traveler Guide

QUICK GUIDE



Use this quick guide to confirm your lodging is GSA-compliant. Check the items below and watch for red flags to avoid issues with reimbursement or compliance.

Compliance Checklist ☒

Rate

- ☐ Nightly rate at/below GSA per diem
- ☐ Taxes/fees shown separately

Property

- ☐ FEMA-certified (fire safety list)
- ☐ Safe, pest-free, health compliant

Payment & Billing

- ☐ Accepts GOVCC/CBA/invoicing
- ☐ Itemized receipt, no hidden charges

Amenities

- ☐ Secure, clean, with smoke detectors/sprinklers
- ☐ Kitchen or access for long-term stays
- ☐ Laundry available (in-unit or onsite)
- ☐ Internet/Wi-Fi included/affordable

Location

- ☐ Within duty station distance requirement
- ☐ Safe, accessible, meets special needs (pets, ADA)

Documentation

- ☐ Confirmation shows per diem rate
- ☐ FEMA listing proof (if hotel/motel)
- ☐ Receipts/agreements retained for audit

Red Flags to Watch For

Rates & Fees

- Nightly rate exceeds GSA per diem
- Hidden taxes/fees in base rate
- Undisclosed resort/amenity fees

Property Issues

- Not on FEMA Fire Safety List
- Pests, mold, or unsafe (locks, smoke detectors missing)
- Requires cash deposit/prepayment outside GOV rules

Billing & Payment

- Does not accept GOVCC/CBA/invoicing
- No itemized receipts
- Surprise charges at checkout (parking, Wi-Fi, utilities)

Amenities & Standards

- No kitchen or laundry for long-term stay
- Unsafe or poorly lit location
- Does not meet ADA requirements when needed

Documentation

- Not rate details on confirmation
- No FEMA certificate or compliance proof
- No lease/license agreement for furnished housing

Always confirm rates on the official GSA Per Diem Tool:
gsa.gov/travel/plan-book/per-diem-rates



Contract Holder

Contact Us

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