



San Francisco Department of Public Health

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City and County of San Francisco
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To: DPH Employees

From: Barbara Garcia, ~~Director of Health~~

Date: October 5, 2016

Subject: Other Forms of Lodging Authorized For Business Travel

This memo explains DPH's travel policy regarding other forms of lodging and accommodation for online rental services such as Airbnb, HomeAway, VRBO, FlipKey, etc.

Background

The Controller's guidelines on employee travel and training emphasizes the use of hotel accommodations that are most economical and practical, but the policy is silent about online rental services. DPH is including online rental services as an option during employees' official business travel if the employee can establish its cost-effectiveness.

Approval

Effective immediately, DPH will allow lodging reservations through online rental services consistent with existing Controller's guidelines that emphasize necessity, practicality and cost-effectiveness (Controller's Accounting Policies & Procedures, section 4.8.1 Business Travel Reimbursement Guidelines).

Employees must establish that the rental property rates are comparable to or lower cost than the federal per diem lodging rate. Federal per diem lodging rates will be compared to the rental property's daily base rate plus any incidental fees such as service and cleaning fees, excluding any taxes. Any non-refundable fees associated with cancellations must be justified and approved by the Department Head to be reimbursed.

In all instances, employees must present supporting documents to the Fiscal Unit for consideration. Lodging reservations cannot be made until the Fiscal Unit issues the travel authorization number. Employees are expected to plan their business trips ahead of time to get the best possible rates.

Federal lodging rates are published online by the U.S. General Services Administration (GSA) at:

<http://www.gsa.gov/portal/content/104877>

cc: Anne Okubo, Myrna Boongaling, Fiscal Unit