

# RevGEN Guide to Government Travel



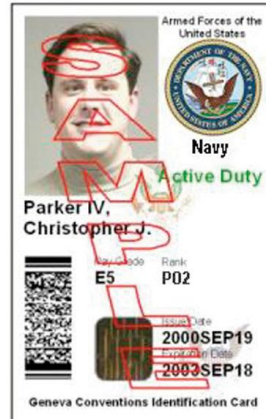
## How do you determine who qualifies for the federal Per-Diem?

More Common

### ★ Travelers with a government-issued SmartPay Credit Card:



### ★ Valid Common Access Card Holders



Less Common

### ★ Guests with official Military/Government Travel Orders

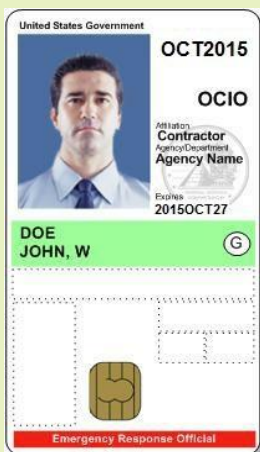
### ★ Guests with an FFRCD I.D. Card

List of All Active FFRDCs which qualify:

<https://www.nsf.gov/statistics/ffrdclist/>

Did you know that there isn't a single standardized form of ID, except for military personnel? The government does require that a government issued credit card be used for all official travel however, so a credit card does actually serve as one form of identification!

## How to handle contractors



Example Contractor CAC

Due to operational laxness at many hotels across the country, many contractors expect to receive a per-diem rate despite not technically qualifying for it. Rather than turn away potentially lucrative business, consider offering a government contractor rate at a dynamic discount, or a rate somewhat competitive with per-diem.

## Other Government Related Business



There are still other guests that are affiliated with the government / military in some way, but don't qualify for per diem. Consider offering rates that can still capture this segment, but consider segmenting them as qualified discount, or leisure if they are not traveling specifically for government business. Examples include: **Military Appreciation, Military Family, and Retired Personnel.**

## Useful Resources

Use the following resources to register for your CAGE number, DUNS number, SAM.gov, and FEMA!



[dnb.com/duns-number](https://dnb.com/duns-number)



[sam.gov/SAM/](https://sam.gov/SAM/)



[cage.dla.mil/](https://cage.dla.mil/)



[ela.corplodging.com/](https://ela.corplodging.com/)