



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, D.C. 20314-1000

CELD-T

MEMORANDUM TO COMMANDER, U.S. ARMY ENGINEER DIVISION,
SOUTHWESTERN, 1100 COMMERCE STREET, DALLAS, TX 75242-0216

SUBJECT: Actual Expense Allowance for Lodging

1. Actual expense allowance (AEA) of up to 300% for lodging costs per day is approved for USACE personnel deployed to Texas in preparation/support of hurricane response and recovery operations. This approval is effective from 21 September thru 21 October 2005. It is expected that premium-lodging costs will subside during this time period and the lodging per diem rate availability will increase.
2. Employees are expected to seek the lower rates for lodging when available and may not use this AEA to cover additional fringe benefits. Travelers are financially responsible for excess costs and any additional expenses incurred for personal preference or convenience. Meals and incidental expenses reimbursement will remain at the Government locality per diem rate. Lodging taxes are separately reimbursable expenses in addition to the AEA.
3. The point of contact for this action is Nicolette L. Schwartz, (202) 761-4559.

FOR THE COMMANDER

A handwritten signature in black ink, appearing to read "Robert H. Griffin".

ROBERT H. GRIFFIN
Major General, USA
Deputy Commander
