

DoD Integrated Lodging Program

Program Pilot Guide

August 25, 2016

Table of Contents

Section 1: Introduction	1
1.1 Lodging Types	1
1.2 ILPP Locations	3
Section 2: Primary Program Benefit: Better Lodging at Lower Cost.....	4
Section 3: ILPP Travel Regulations	5
Section 4: Booking DoD and Privatized Lodging in DTS	7
Section 5: DTS Functionality	9
5.1 Trip Overview Screen	10
5.2 Lodging Screen.....	11
5.2.1 Lodging Screen Tools that Change with Tab Selection	12
5.2.2 Lodging Screen Tabs (Overview).....	13
5.2.3 Govt DoD Tab.....	14
5.2.4 Govt Privatized Tab	18
5.2.5 Commercial DoD Preferred Tab.....	20
5.2.6 Commercial Fire Safety Act Compliant and Commercial Other Published Rates Tabs.....	23
5.2.7 Selecting Lodging on Long-Term TDY	27
5.3 Interim Screen When Modifying Reservations.....	28
5.4 ADA Requests for DoD Lodging.....	30
5.5 DTS Preview Trip Screen	31
5.6 DTS Pre-Audit Trip Screen.....	33
5.6.1 Pre-Audit Flags.....	33
5.6.2 Advisory Notices	34
5.7 Lodging-Related Reports.....	35
Section 6: Notes Specifically for the Authorizing Official	37
Section 7: Cautions	38
7.1 Non-Availability Confirmation Numbers vs. CNA Numbers.....	38
7.2 DoD Preferred Lodging Property Website Links in DTS	38
7.3 Authorization Created After Travel Begins	39
7.4 Changing TDY Dates when Using DoD, Privatized, or DoD Preferred Lodging	40
7.5 Changing Lodging when TDY to an ILPP Location	41
Appendix A: Overriding Automatic Lodging Reimbursement Limits	42

Table of Contents

Appendix B: Commercial Travel Office Interaction 43

 B.1 CTO Books Privatized or DoD Preferred Lodging..... 43

Appendix C: Pre-Audit Reason Codes 44

Appendix D: Lodging Process Flow in DTS 46

Appendix E: Acronyms and References 47

Revision History

Revision	Date	Author	Revision/Change Description	Section(s)
1.3	6/18/15	DTMO	<ol style="list-style-type: none"> 1. Removed WPAFB lodging from PPV list 2. Clarified program launch date 3. Added projected available DoD lodging dates for Army Lodging and Navy Lodge 4. Insert Appendix C, Screenshot of Reason Codes 5. Moved old Appendix C (Acronyms) to Appendix D 	1.1, 1.2 3 4 App C App D
1.4	6/23/15	DTMO	<ol style="list-style-type: none"> 1. More verbiage against using CTO for DoD lodging 2. Added links to active pilot locations and rates 3. Added Army Lodging available DoD lodging 	7.1, App B 3 4
1.5	7/9/15	DTMO	Added Navy Lodge as available DoD lodging	4
1.6	7/14/15	DTMO	Removed Ft. Lee and Ft. Benning as having available DoD lodging	4
1.7	8/6/15	DTMO	<ol style="list-style-type: none"> 1. Corrected small typos 2. Removed problem that has been fixed 	Throughout 7.3
1.8	8/24/15	DTMO	Updated lodging checkbox information	5, 5.1
1.9	9/8/15	DTMO	<ol style="list-style-type: none"> 1. Updated introduction wording 2. Added info for Sep 1 JTR change mandating use of DTS/CTO for commercial lodging 3. Added cancellation number info 	1 4, 5.2.2, 5.2.5, 7.2 5.5
1.10	11/6/15	DTMO	<ol style="list-style-type: none"> 1. Updated Govt Safety Compliant Lodging and Other Published Rates tabs functionality 2. Removed references to CTO booking DoD lodging 3. Added projected changes in red, italicized text 4. Added 2 new screenshots (Figures 5-7 & 5-10) 5. Added appendix to show lodging flow process 6. Expanded ADA procedures 	Throughout Throughout Throughout 5.2.3, 5.2.5 Appendix D 5.4
1.11	11/27/15	DTMO	<ol style="list-style-type: none"> 1. General text clean-up 2. Lodging reports moved to Report Scheduler 	Throughout 5.7
1.12	01/05/16	DTMO	Added new ILPP sites	1.2
1.13	01/29/16	DTMO	Added screenshot showing new PPV tab & tab names	5.2
2.0	03/17/16	DTMO	Updated with Privatized lodging information	Throughout
2.1	3/21/16	DTMO	Added reports screenshots	5.7
2.2	4/15/16	DTMO	Updated lodging availability in DTS	1.1, 1.2, 4
2.3	5/2/16	DTMO	Updated information on meal rates	3
2.4	7/1/16	DTMO	Added new ILPP sites	1.2
2.5	8/25/16	DTMO	<p>Added lodging-related warnings & advisories</p> <p>Added details about Reason Code required info</p> <p>Minor formatting corrections</p>	3 Appendix C Throughout

Section 1: Introduction

This Guide presents information about the DoD's Integrated Lodging Program Pilot (ILPP), to include how the program is treated in the Joint Travel Regulations (JTR) and the Defense Travel System (DTS).

1.1 Lodging Types

The DoD has three major lodging programs. Each governs several lodging types. Not all lodging types are involved in the ILPP. The list below contains a short definition of each lodging type, and addresses whether it is part of the ILPP.

Key to the lodging types listed below:

Lodging type: Facilities are part of the ILPP, and many are available in DTS.

Lodging type: Facilities are not part of the ILPP, but many are available in DTS.

Lodging type: Facilities are not part of the ILPP, and unless stated otherwise, do not display in DTS. They are included here only to provide a more complete list of lodging types.

- **DoD Lodging Program:** Government lodging facilities that are owned or leased by the DoD. They are usually, but not always, located on a U.S. Government installation (henceforth, simply "installation") and run by DoD personnel. Lodging types include:
 - **DoD Lodging Facilities:** Temporary lodging for official travelers and their families.
 - **Recreational Lodging Facilities:** Resort lodging such as Morale, Welfare, and Recreation facilities and Armed Forces Recreation Centers.
 - **Military Treatment Facilities:** Lodging that supports military medical centers (e.g., Nightingale Houses).
- **Privatized Lodging Program:** Commercial lodging facilities that used to be Government-owned and -operated, but are now owned by a commercial lodging company. As such, they are corporately branded (e.g., IHG Army Hotels, Holiday Inn Express), but are located on or near installations. These facilities are gradually being added to the ILPP and DTS. See Section 1.1 for more information. Privatized facility types include:
 - **Privatized Army Lodging (PAL) Facilities:** Available at many U.S. Army installations in CONUS and non-foreign OCONUS areas.
 - **Public-Private Venture (PPV) Facilities:** Available at U.S. installations at many CONUS and non-foreign OCONUS areas.

- **Commercial Lodging Program:** Facilities are always located off installations. They are owned and managed by corporations. Commercial lodging categories are listed below:
 - [DoD Preferred Lodging Facilities](#) have signed agreements with the DoD to meet strict safety, security, service, and adequacy standards, and offer rooms below per diem limits. All are part of the ILPP and display in DTS.
 - **Enhanced Use Lease (EUL) Lodging Facilities** were acquired via the Department of Defense EUL program and are located on or near some CONUS Air Force installations.
 - **Other Federal Programs:** Lodging provided by vendors that have contracts or agreements with other Government organizations. Governing programs include but are not limited to: GSA FedRooms*, Navy Elite, and Army Lodging Success.
 - [Fire Safety Act Compliant Lodging Facilities](#) are not part of the ILPP, but meet all Federal Emergency Management Agency (FEMA) safety requirements. They do not have signed agreements with the Government, so they are not guaranteed to offer the same safety and security standards or match the pricing of the DoD Preferred facilities. They are listed in DTS under the “**Commercial Fire Safety Act Compliant**” tab.
 - [Other Lodging Facilities](#) do not meet the criteria for any of the above options (although CONUS and non-foreign OCONUS facilities listed here do meet FEMA safety requirements; FEMA requirements never apply to OCONUS properties). They are listed in DTS under the “**Commercial Other Published Rates**” tab.

* Of the “Other Federal Programs”, only GSA FedRooms properties display in DTS.

Notes:

1. Follow the links to see:
 - a. [DoD and Privatized lodging facilities](#) that are accessible through DTS.
 - b. [DoD Preferred lodging facilities](#) that are accessible through DTS.
2. Some installations have multiple facility types.
Example: Ft. Bragg, NC has both PAL and PPV facilities.
3. Different facilities at the same installation, even if they are of the same type, may be available under different DTS tabs (see Section 5 for more on DTS tabs). Similarly, a single base may have some facilities that are available in DTS and others that aren't.
Example: A PAL facility could appear under the **DoD Privatized** tab because it meets all defined adequacy standards, while another PAL facility at the same installation could appear under the **Commercial Fire Safety Act Compliant** tab because it does not meet those standards.

1.2 ILPP Locations

The following [ILPP locations](#) have been identified as pilot locations. Select the link to see the full list of current locations, identified by installation or zip code.

<u>Metro Areas*</u>	<u>Installations</u>
Charleston, SC	Joint Base Charleston
Dayton, OH	Wright-Patterson Air Force Base
Fayetteville, NC	Ft. Bragg
Fort Meade, MD	Ft. Meade
Hampton, VA	Langley AFB (part of Joint Base Langley-Eustis)
Huntsville, AL	Redstone Arsenal
Newport News, VA	Ft. Eustis (part of Joint Base Langley-Eustis)
None - Base Only	Many CONUS and non-foreign OCONUS Army installations
Norfolk, VA	Select area U.S. installations
Ogden, UT	Hill AFB
Petersburg, VA	Fort Lee
Quad Cities, IA/IL	Rock Island Arsenal
Saratoga Springs, NY	Naval Support Activity Saratoga Springs
Seattle-Tacoma Airport area, WA	None – Metro Area only
Suffolk, VA	None – Metro Area only
Sumter, SC	Shaw AFB
Tampa, FL	MacDill Air Force Base
Twentynine Palms, CA	Marine Corps Air Ground Combat Center
Williamsburg, VA	Yorktown Facilities/Cheatham Annex

*In this Guide, a “metro area” is any municipal location (e.g., city, town) that is not considered part of an installation.

Section 2: Primary Program Benefit: Better Lodging at Lower Cost

DoD Preferred lodging facilities provide all or most of the following benefits and conveniences to the traveler. Many of these also apply to DoD lodging facilities.

- Easy to book through DTS
- AAA “two diamond” or better rating
- FEMA and DoD fire safety-certified and security monitored
- Americans with Disabilities Act (ADA) and Virginia Graeme-Baker Act (pool safety) compliant
- On- or near-installation locations
- Last room availability
- No blackout dates or minimum length stays
- Free breakfast, restaurant on site or safely available
- Free parking and fitness facility privileges
- Well-lit public areas (to include parking lots)
- Room entry doors on interior hallways and have locks, dead bolts, and “peep hole” viewers
- Non-smoking rooms available
- Room furniture, towels, sheets, etc. replaced every 5 years
- Free in-room WiFi, cable/satellite TV, refrigerator, microwave, coffee maker, iron/ironing board, clock radio, hair dryer, climate control
- On-site washer/dryer and one-day laundry/dry cleaning
- If overbooked, staff finds accommodation and provides transport

Of course, the ILPP provides benefits to the Government as well, in the form of significant monetary rewards. The ILPP:

- Leverages buying power to lower lodging costs
 - Daily rates at least 10% below per diem limits
 - Increased use of lower-cost DoD lodging facilities
- Eliminates many additional fees
 - No cancellation fee if traveler cancels before 4 P.M. on arrival day
 - No deposits, early checkout penalties, or resort fees
- Requires hotel staff to advise traveler if Federal tax exemption is available
- Guarantees acceptance of Government Travel Charge Card (GTCC) as payment for lodging to increase GTCC rebates for DoD Components

Section 3: ILPP Travel Regulations

Note: Throughout the majority of this Guide, “you” are the traveler, regardless of your actual DTS role.

The ILPP is strictly a DoD program. If you belong to a non-DoD uniformed service – the U.S. Coast Guard (USCG), National Oceanographic and Atmospheric Administration (NOAA), or the U.S. Public Health Service (PHS) – you are not affected by it.

The [JTR](#), par. 1265 contains the regulations that pertain to the ILPP. They apply to **all DoD travelers**. A summary of those regulations appears below. For full details, see the JTR.

- [JTR](#), par. 1265 applies when all of the following are true about the trip:
 - It is to one of the ILPP locations (see Section 1.2).
 - The DTS authorization was approved on or after either June 15, 2015 or the date the ILPP began at the TDY destination, whichever is later. Follow the link to see a list of [ILPP locations and their start dates](#).
 - You are staying less than 30 nights.
- If you are TDY to an installation at an ILPP location, you must use the following lodging types, in priority order, based on availability: #1 = DoD lodging, #2 = Privatized lodging, #3 = DoD Preferred lodging, #4 = any other.
 - For DoD or Privatized lodging to be considered available, the facility must appear under the DTS **Govt DoD** or **Govt Privatized** tab (for more information on tabs, see Section 5).
 - If you are a military member who is required to use DoD or Privatized lodging, and the lodging facility is on the TDY installation, your Authorizing Official (AO) may direct you to use a Gov’t dining facility.
- If you are TDY to a metro area at an ILPP location, you must use DoD Preferred lodging, if it is available. If it is not available, you may stay in any lodging you choose. Even if DoD Preferred lodging is available, you may still voluntarily stay in DoD or Privatized lodging instead.
- If you decline to use available, directed DoD, Privatized, or Preferred lodging, DTS limits your lodging and meal reimbursements as shown in Table 3-1.
 - If the mission demands that you do not use the directed lodging type, the AO may authorize full lodging and meal reimbursement instead (see Appendix A for instructions).
 - Examples of exemptions from directed use:
 - DoD lodging: The AO determines that using a required lodging type would have a negative impact on the mission.
 - DoD Preferred lodging: Any situation that requires you to select a reason code (except L4) mentioned in Section 5.6.1 and shown in Appendix C.

Table 3-1: ILPP Lodging Reimbursement Limits

ILPP Lodging and Meal Reimbursement Limits		
When on a qualifying TDY to an ILPP location If you aren't exempt and decline to use Your lodging or meal reimbursement is limited to ...
Installation	Available DoD or Privatized lodging	The cost of the DoD or Privatized lodging*. Also, members are limited to the Gov't Meal Rate (GMR) or Proportional Meal Rate (PMR), as applicable. See JTR , par. 1265-D3-5 for specifics.
Metro area	Available DoD Preferred lodging	The highest negotiated DoD Preferred lodging property rate in the metro area *.

*Or the per diem limit – whichever is lower.

Warnings pertaining to all lodging, including ILPP lodging:

1. In CONUS and non-foreign OCONUS areas, when you spend more for lodging than you may be reimbursed, you may only claim taxes on the reimbursable portion of your lodging cost (JTR, par. 2830-G – see entry on **Lodging Tax**).

Example: You are TDY to an ILPP location metro area, so you must stay at a DoD Preferred lodging facility. The highest negotiated rate is \$80. The total tax charged on that \$80 is \$8. You choose instead to stay at a hotel that is not a DoD Preferred Lodging provider, and pay \$120, plus \$12 tax. Your lodging reimbursement will be limited to the negotiated rate (\$80 plus \$8 tax).

2. If you voluntarily lodge someplace besides the TDY location, all your lodging requirements and limits will be determined by your TDY location, not the location you choose to sleep (JTR, par. 4050-A4).

Example: You are TDY to Quincy, MS but decide to stay in nearby Boston. You will receive per diem at the rate for Quincy, not the rate for Boston.

3. When a CTO representative states that a required lodging type is not available, you should always identify in the authorization the person who provided the information, as well as the date/time the communication took place.

Section 4: Booking DoD and Privatized Lodging in DTS

You can use DTS to make DoD and Privatized lodging reservations on many installations around the world, not only at pilot locations. Follow the link to see which specific installations have [DoD or Privatized lodging facilities](#) that are accessible through DTS. A more general list follows:

- DoD lodging:
 - **Air Force Inns** on most Air Force installations worldwide
 - **Navy Gateway Inns & Suites** and **Navy Lodge** on most Navy installations worldwide
 - **Army Lodging** on Army installations in foreign OCONUS areas and in Charlottesville, VA
- Privatized lodging:
 - **PAL** facilities on many Army installations in CONUS and non-foreign OCONUS.

Note: Per [JTR](#), par. 2400-A2, if you have access to DTS, you must use the system to make your lodging reservations. If you cannot find suitable DoD or Privatized lodging in DTS, you can:

- Phone* or email* the lodging provider.
- Book online*.
- Contact your supporting transportation officer.
- Contact your CTO if you need help booking Privatized lodging.
 - Navy personnel can also contact the CTO to help book DoD lodging.

*Contact information is available below the lodging facilities list at the link above.

If you are TDY to an installation and DoD or Privatized lodging rooms are available in DTS, system functionality and automatic lodging reimbursement limits vary (see Table 4-1) depending on the following factors:

- Whether the installation is at a pilot location or non-pilot location
- Whether or not the lodging facility is available in DTS
- Whether you are a military member or civilian employee

Table 4-1: DTS Functionality and Lodging Reimbursement when TDY to an Installation

DTS Functionality and Lodging Reimbursement when TDY to an Installation			
Is the Installation at an ILPP Location?	Is the Directed Lodging Type Available in DTS?	DTS Functionality	DTS' Automatic Lodging Reimbursement Limit If You Decline Available DoD or Privatized Lodging
Yes	Yes	As described in Section 5.2.2	DoD or Privatized ¹ lodging is required for all DoD travelers. If you decline either lodging type, DTS limits your lodging reimbursement. ^{2,3}
No			DoD lodging is required for military members. Privatized lodging is not required for any travelers. However, if you decline DoD or Privatized ¹ lodging, DTS limits your lodging reimbursement. ⁴
Yes	No	The Govt DoD, Govt Privatized, and Commercial DoD Preferred tabs described in Section 5.2.2 are disabled. To use DoD or Privatized lodging, you must book outside DTS. ⁵	DoD lodging is required for military members. Privatized lodging is not required for any travelers.
No			DTS should not automatically limit the lodging reimbursement for any traveler, but may enter a generic lodging cost ⁴ .

¹ Only applies to Privatized lodging that appears under the **DoD Privatized** tab.

² Limit is the cost of DoD or Privatized lodging, NTE the locality per diem rate.

³ If you can't use a directed lodging type for mission reasons, see note ⁴.

⁴ To receive the correct reimbursement for lodging, ensure the DTS Per Diem Entitlements screen reflects the correct lodging cost. See Appendix A for more detail on how to update lodging costs in DTS.

⁵ See Section 4 above for options to contact lodging providers.

Section 5: DTS Functionality

This section contains a brief summary of the DTS functionality that supports the ILPP. For a flowchart showing the basic lodging reservations process in DTS, see Appendix D. All items are expanded in later sub-Sections.

ILPP-related support to DTS includes:

- Trip Overview (Itinerary) screen: Radio buttons that identify trip length provide automatic access to lodging screen (see Section 5.1).
- Lodging screen (see Section 5.2):
 - Tabs organize lodging by type (e.g., **Govt DoD**, **Commercial DoD Preferred**).
 - Initially, only one lodging tab (the most JTR-compliant one) is active.
 - A button allows you to decline directed lodging or skip the reservation process.
 - Special tools for DoD lodging help you:
 - Find lodging when up to 13 family members travel together.
 - Find lodging when attending a group event.
 - Location selection links appear when modifying reservations (see Section 5.3).
 - Pop-up warnings appear when declining directed, available lodging types.
 - A pop-up warning appears when sending an ADA-related request to a DoD lodging facility (see Section 5.4).
- Preview Trip screen: A field (see Section 5.5) shows if you have:
 - Declined available, directed lodging types.
 - Received a Certification of Non-Availability (CNA) number.
- Pre-Audit Trip screen: Pre-audit flags and advisories appear when you do not use available, directed lodging types (see Section 5.6).
- Reports: Reports monitor traveler non-use of directed lodging types (see Section 5.7).

5.1 Trip Overview Screen

The Trip Overview screen, which is the screen on which you create your TDY itinerary, allows you to select your TDY length and need for lodging. The DTS reservations flow process automatically leads you to the Lodging screen if your itinerary indicates a trip that typically requires overnight lodging (see Figure 5-1). If DTS displays the Lodging screen, but you don't need lodging on this trip, you may decline to use it or skip lodging reservations (see Section 5.2).

The screenshot shows a web form titled "I am returning to: (Select from list or enter below):". It includes fields for "Ending Point" (RES: Warrenton, VA) with a "Search" button, "Arriving On" (01/25/2016), and "Trip Duration" options: "12 Hours or Less", ">12 - 24 Hours - No Lodging", ">12 - 24 Hours - With Lodging" (highlighted with a red box), and "Multi-Day". A "Return locations in profile:" dropdown menu is open, showing "RESIDENCE" and "DUTY STATION". A blue arrow points from the dropdown to the "Ending Point" field.

Figure 5-1: Trip Overview Screen – Trip Durations That Lead To Lodging Screen

5.2 Lodging Screen

On the Lodging screen (see Figure 5-2), lodging facilities are grouped by type and displayed under five tabs **1**. Certain tools on the Lodging screen vary depending on which tab you select. Variable content includes:

1. The label and function of a button to decline directed lodging types or skip optional lodging types **2** (henceforth called the **Decline/Skip** button; see Table 5-1).
2. When you select the **Govt DoD**, **Govt Privatized**, or **Commercial DoD Preferred** tab, the dates and locations in the Modify Search area **3** are read-only. If you need to adjust any of this information, follow the instructions provided in Section 7.4.
3. When you select DoD lodging, additional tools **4** appear in the Modify Search area (see Table 5-2).

The screenshot displays the Defense Travel System interface for the Lodging screen. At the top, it shows user information (Eric T West) and document details (EWNVAVALBASECO032816_A01). The navigation bar includes tabs for Itinerary, Travel, Expenses, Accounting, Additional Options, and Review/Sign. Below this, a secondary navigation bar highlights 'Lodging' among other options like Air, Rail, Rental Car, etc.

The main content area is titled 'Lodging' and features a 'Modify Search' section on the left. This section contains several fields: 'Check-in Date' (03/28/2016), 'Check-Out Date' (03/31/2016), 'Select By: TDY Location', 'City / TDY Location' (NAVAL BASE CORONADO, CA), 'Number of Adults' (1), 'Number of Children' (0), and 'Group ID'. A 'Search' button is located at the bottom of this section.

The central part of the screen displays 'Select Lodging for NAVAL BASE CORONADO from 03/28/2016 through 03/31/2016'. Below this, a 'RESERVATIONS SUMMARY' shows 'LODGING: \$0.00'. A 'Decline Govt DoD' button is highlighted with a red box. Below the summary, there are five tabs: 'Govt DoD', 'Govt Privatized', 'Commercial DoD Preferred', 'Commercial Fire Safety Act Compliant', and 'Commercial Other Published Rates'. The 'Govt DoD' tab is selected and highlighted with a red box.

The 'Sort By' section shows 'Rate Range' selected. Below this, a message states 'Lodging Rate Allowed is \$153.00 in NAVAL BASE CORONADO, CA'. Two lodging options are listed:

\$55.00 - \$80.00	Rate Range	Select Hotel
	NAV BASE CORONADO SOUTH 3628 TULAGI BLDG 504 CORONADO CA, 92155	Phone: 619-437-3860 Toll Free: 877-NAVY-BED (877-628-9233)
\$55.00 - \$65.00	Rate Range	Select Hotel
	NAS NORTH ISLAND BLDG 1500 ROGERS ROAD SAN DIEGO CA, 92135	Phone: 1-877-NAVY-BED Toll Free: 877-NAVY-BED (877-628-9233)

Figure 5-2: Lodging Screen, **Govt DoD** Tab

5.2.1 Lodging Screen Tools that Change with Tab Selection

The Decline/Skip button ② on the Lodging screen (see Figure 5-2) changes label and function depending on the selected tab (see Table 5-1). The items at the bottom of the Modify Search area ④ (see Figure 5-2) only appear if the **Govt DoD** tab is selected (see Table 5-2).

Table 5-1: Lodging Screen, Decline/Skip Button Labels and Functions

Lodging Screen, Decline/Skip Button Labels and Functions		
Selected Tab	Button Label	Button Function
Govt DoD	Decline DoD Lodging	Search for lodging other than available, directed lodging. DTS automatically limits your reimbursement as described in Section 3, though the AO can override the limitation as described in Appendix A.
Govt Privatized	Decline Govt Privatized	
Commercial DOD Preferred	Decline Preferred Lodging	
Commercial Fire Safety Act Compliant	Skip This Hotel	Leave the screen without making lodging reservations at this location, for example, if you are on field duty, are staying with relatives or friends, or had to make reservations outside DTS (e.g., conference attendance).
Commercial Other Published Rates		

Table 5-2: Lodging Screen, Modify Search Area Functions

Lodging Screen, Modify Search Area Functions		
Selected Tab	Text Box	Text Box Function
Govt DoD	Number of Adults	Search for rooms for up to 13 family members (4 adults and 9 children) on official travel. The facility issues a CNA number if it cannot accommodate all travelers.
	Number of Children	
	Group ID	Reserve a room blocked for attendees at an event (class, exercise, etc.). The event organizer provides the Group ID number. The facility issues a CNA number if it cannot accommodate the traveler in one of the blocked rooms.
Govt Privatized	N/A – Above text boxes do not appear in the Modify Search area.	
Commercial DoD Preferred		
Commercial Fire Safety Act Compliant		
Commercial Other Published Rates		

5.2.2 Lodging Screen Tabs (Overview)

The Lodging screen has five tabs, each of which displays a different lodging type (see Table 5-3). Initially, only one tab is usually active, but declining directed, available rooms could result in all tabs being active at once.

Table 5-3: Lodging Screen Tabs

Lodging Screen Tabs		
Tab name	Tab enabled if you are ...	Does the JTR mandate use of the lodging type?
Govt DoD	TDY to an installation – AND – The DoD lodging facility is available in DTS	Yes, unless a civilian is TDY to a non-ILPP location or a JTR exemption applies
Govt Privatized	TDY to an installation – AND – The Privatized lodging facility is available in DTS	Yes, unless a civilian is TDY to a non-ILPP location or a JTR exemption applies
Commercial DoD Preferred	TDY to a metro area at an ILPP location –OR– TDY to an installation at an ILPP location and available DoD or Privatized lodging is declined	Yes, if no DoD or Privatized lodging is available, and no JTR exemptions apply
Commercial Fire Safety Act Compliant	TDY to other than an ILPP location –OR– TDY to an ILPP location and all directed lodging is declined	No, use is never directed , but if lodging is needed, using DTS/CTO is required
Commercial Other Published Rates	As above, but no Commercial Fire Safety Compliant Lodging facility has available rooms	

The following sections introduce the criteria that determine when each tab is initially active, and available options beyond the initial search result.

5.2.3 Govt DoD Tab

The **Govt DoD** tab (see Figure 5-2) is initially enabled when you are TDY to any installation, and the DoD lodging facility that serves that installation is available in DTS.

At this point, the **Request Assistance in Booking Hotel** button is disabled. To make a reservation, select the DoD lodging facility (**Select Hotel**) on this screen and the room class (**Select Room**) on the next screen (see Figures 5-3 and 5-4).

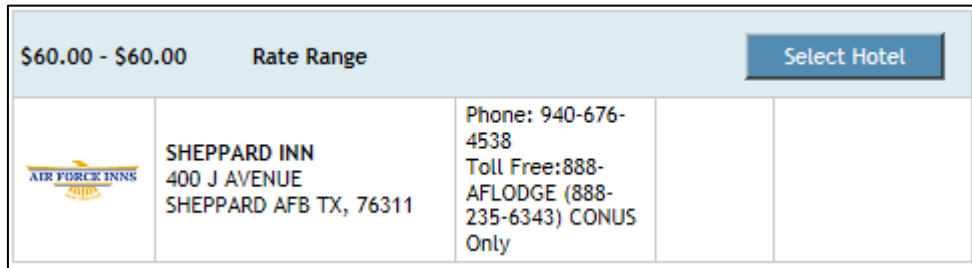


Figure 5-3: Lodging Screen, **Select Hotel** Button



Figure 5-4: Lodging Screen, **Select Room** Button

If you do not want to use DoD lodging, select **Decline DoD Lodging**. DTS provides a pop-up (Figure 5-5) warning you of the possible repercussions of declining available, directed DoD lodging. If you elect to continue, DTS:

1. Enables at least one additional lodging tab
2. Leaves the **Govt DoD** tab enabled
3. Leaves all other tabs disabled
4. Activates the **Request Assistance in Booking Hotel** button. (Caution: See Section 4, Note)

The above actions are summarized in Table 5-4.

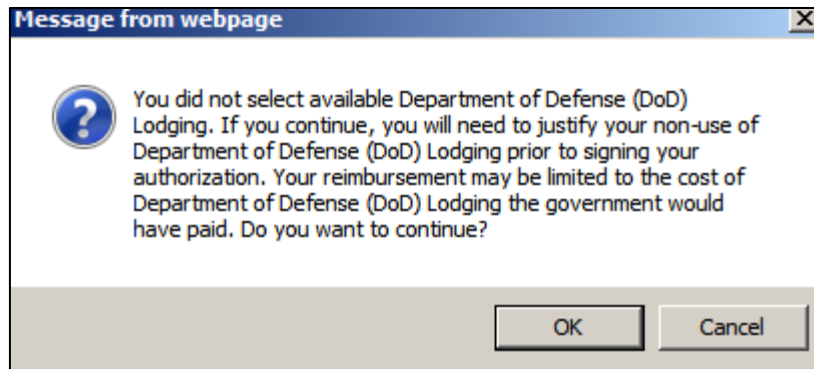


Figure 5-5: Lodging Screen, Warning Pop-up

Table 5-4: Lodging Screen Functions, DoD Lodging Available

Lodging Screen Functions DoD Lodging Available			
Tab	Name	Initial Status	Immediately After Declining DoD Lodging
1	Govt DoD	Enabled	Enabled
2	Govt Privatized	Disabled	Enabled if you are TDY to an installation with Privatized lodging available in DTS; otherwise, disabled.
3	Commercial DoD Preferred	Disabled	Enabled if you are TDY to a pilot location; otherwise, disabled.
4	Commercial Fire Safety Act Compliant	Disabled	Enabled if both the Govt Privatized and Commercial DoD Preferred tabs are disabled; otherwise, disabled. If enabled and no rooms are available, property list is blank.
5	Commercial Other Published Rates	Disabled	Enabled if Commercial Fire Safety Act Compliant tab is enabled, but the property list is blank; otherwise disabled.
N/A	Request Assistance Booking Hotel	Disabled	Enabled (Caution: See Section 4, Note)

No Availability

If you are TDY to any installation, but the DoD lodging facility has no available rooms, DTS updates the Lodging screen to inform you of that fact (see Figure 5-6). The updated screen displays:

1. Instructions on how to proceed.
2. Your CNA.
3. A **Continue with other Type of Lodging** button that enables at least one lodging tab (see Table 5-4) to help you find alternate lodging.
4. A **Request Assistance in Booking Hotel** button, to ask the CTO for help. (**Caution: See Section 4, Note**)

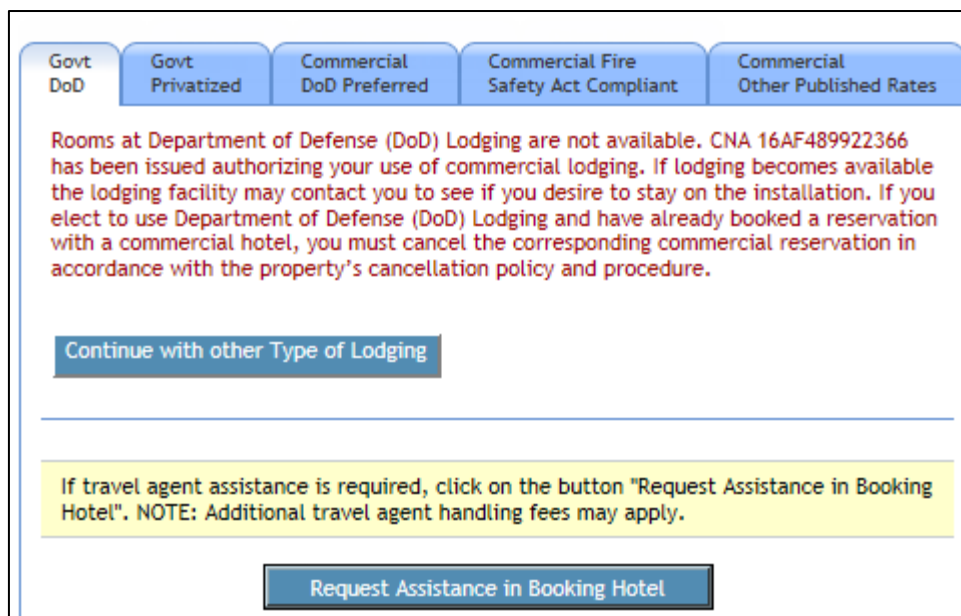


Figure 5-6: **Govt DoD** Tab, No Rooms Available

DTS also activates an advisory notice on the Pre-Audit Trip screen to document that you attempted to use DoD lodging, but no rooms were available (See Section 5.6.2).

Error Resolution

If DTS experiences an error when trying to book DoD lodging, the system does not issue a CNA or limit your lodging reimbursement. Your actions depend on the type of failure. The two general categories of error are:

1. **Connection error:** If DTS cannot establish a connection with the DoD lodging provider:
 - a. DTS presents a pop-up message to alert you to the fact that the connection failed. You must acknowledge the pop-up before you can take any other action.
 - b. The Lodging screen updates. The updated screen is similar to the one in Figure 5-6. It displays:
 - i. Instructions on how to proceed.
 - ii. A **Continue with other Type of Lodging** button that enables at least one lodging tab (see Table 5-4) to help you find alternate lodging.
 - iii. A **Request Assistance in Booking Hotel** button, to ask the CTO for help.
(Caution: See Section 4, Note)
 - c. The Pre-Audit Trip screen displays an advisory notice that documents the error as the reason you did not use DoD lodging (See Section 5.6.2).
 - d. You have 3 ways forward:
 - i. Contact the lodging provider directly to make reservations (See Section 4 for details).
 - ii. Wait and try again later to find DoD lodging.
 - iii. Use the **Continue with other Type of Lodging** button to find alternate reservations.
2. **Internal system error (ISE):** If DTS establishes a connection but then experiences an ISE, the system displays an error message and closes the document. You should try to troubleshoot the error (e.g., call the Travel Assistance Center [TAC] at 1-888-HELP-1-GO [1-888-435-7146] or follow other local processes) before continuing. When you reopen the document, navigate back to the Lodging screen to continue from where you left off.

5.2.4 Govt Privatized Tab

The **Govt Privatized** tab (see Figure 5-7) is initially enabled when you are TDY to any installation, and at least one Privatized lodging facility that serves that installation is available in DTS.

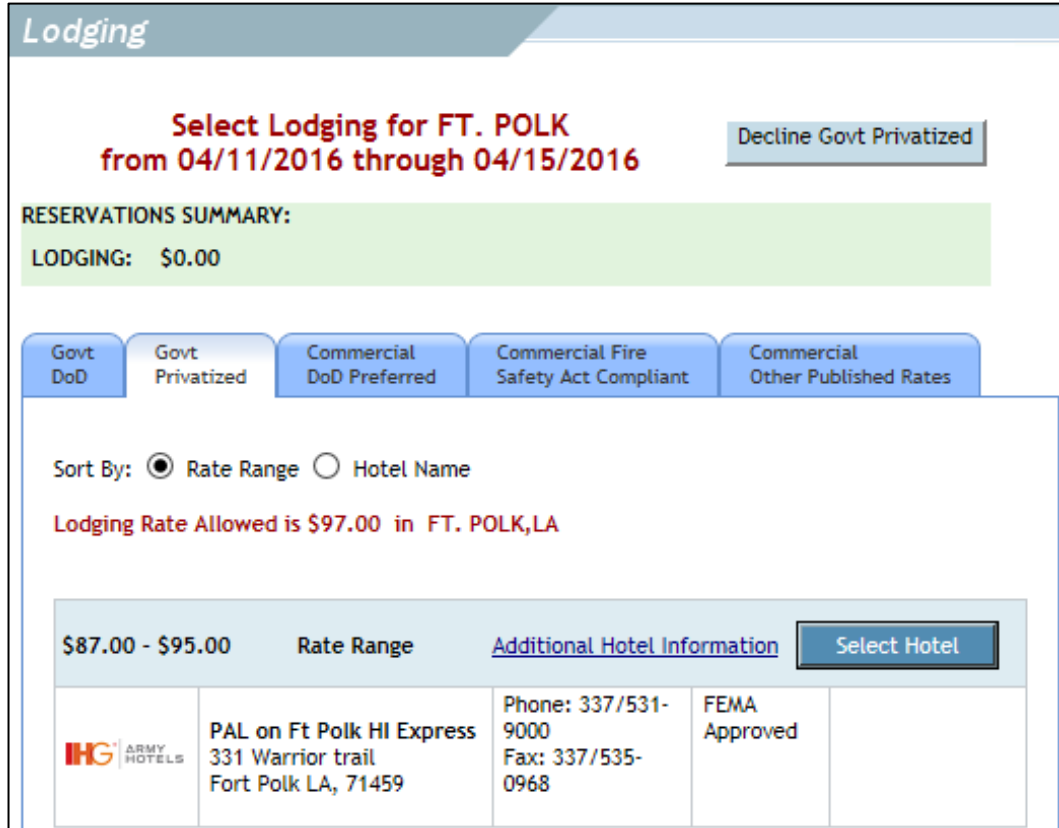


Figure 5-7: Lodging Screen, **Govt Privatized** Tab

At this point, the **Request Assistance in Booking Hotel** button is disabled. To make your reservation, use the **Select Hotel** button to choose a lodging property, and the **Select Room** button (**Caution: see Section 7.2**) to choose a room class.

If you do not want to use Privatized lodging, select **Decline Govt Privatized**. DTS provides a pop-up similar to the one in Figure 5-5, warning you of the possible repercussions of declining available, directed Privatized lodging. If you elect to continue, DTS:

1. Enables at least one additional lodging tab
2. Leaves the **Govt Privatized** tab enabled
3. Leaves all other tabs disabled
4. Activates the **Request Assistance in Booking Hotel** button.

The above actions are summarized in Table 5-5.

Table 5-5: Lodging Screen Functions, Privatized Lodging Available

Lodging Screen Functions DoD Lodging Available			
Tab	Name	Initial Status	Immediately After Declining Privatized Lodging
1	Govt DoD	Can be either enabled or disabled	Does not change initial status
2	Govt Privatized	Enabled	Enabled
3	Commercial DoD Preferred	Disabled	Enabled if you are TDY to a pilot location; otherwise, disabled.
4	Commercial Fire Safety Act Compliant	Disabled	Enabled if the Commercial DoD Preferred tab is disabled; otherwise, disabled. If enabled and no rooms are available, property list is blank.
5	Commercial Other Published Rates	Disabled	Enabled if Commercial Fire Safety Act Compliant tab is enabled, but the property list is blank; otherwise disabled.
N/A	Request Assistance Booking Hotel	Disabled	Enabled

No Availability

If you are TDY to any installation, but the Privatized lodging facility has no available rooms, DTS presents an updated Lodging screen similar to the one in Figure 5-6. That screen displays:

1. Instructions on how to proceed.
2. A **Continue with other Type of Lodging** button that enables at least one lodging tab (see Table 5-4) to help you find alternate lodging.
3. A **Request Assistance in Booking Hotel** button, to ask the CTO for help.

DTS also activates an advisory notice on the Pre-Audit Trip screen to document that you attempted to use Privatized, but no rooms were available (See Section 5.6.2).

Error Resolution

Because Privatized lodging providers are commercial vendors, DTS does not need to establish a connection with their reservation servers. For that reason, Privatized lodging does not experience the same “Failure to Connect” error that you could see with DoD lodging.

However, you could still encounter an ISE. If you do, your path to ISE resolution is exactly the same as described in Section 5.2.3, “Gov’t DoD Tab”, Error Resolution.

5.2.5 Commercial DoD Preferred Tab

The **Commercial DoD Preferred** tab (see Figure 5-8) is initially enabled when you are TDY to an ILPP location:

1. Metro area –OR–
2. Installation, but you declined to use available DoD or Privatized lodging or there were no available rooms in them.

Select Lodging for TAMPA from 03/28/2016 through 03/31/2016

Decline Commercial DoD Preferred

RESERVATIONS SUMMARY:
LODGING: \$0.00

Govt DoD Govt Privatized **Commercial DoD Preferred** Commercial Fire Safety Act Compliant Commercial Other Published Rates

Sort By: Distance Rate Range Hotel Name

Lodging Rate Allowed is \$119.70 in TAMPA,FL

[NEXT 10](#)

\$119.00 - \$179.00	Rate Range	Additional Hotel Information	Select Hotel
	La Quinta Inn Tampa South 4620 West Gandy Blvd Tampa FL, 33611	Phone: 813/835-6262 Fax: 813/835-6888 Toll Free: 800/753-3757	DoD Preferred Lodging FEMA Approved Approx. Distance: 2 Miles

Figure 5-8: Lodging Screen, **Commercial DoD Preferred** Tab

To make your reservation, use the **Select Hotel** button to choose a lodging property, and the **Select Room** button (**Caution: see Section 7.2**) to choose a room class. At this point, the **Request Assistance in Booking Hotel** button is disabled.

If you do not want to use any available DoD Preferred lodging (or if no rooms are available), select **Decline Preferred Lodging**. DTS provides a pop-up similar to the one in Figure 5-5. It warns you of the possible consequences of declining this lodging. If you elect to continue, DTS:

1. Leaves the **Govt DoD** and **Govt Privatized** tabs enabled or disabled.¹
2. Leaves the **Commercial DoD Preferred** tab enabled.
3. Enables one or both of the 2 remaining lodging tabs.²
4. Activates the **Request Assistance in Booking Hotel** button.

Notes:

¹If you declined available lodging on these tabs, the tab is enabled; otherwise, it is disabled.

²DTS always enables the **Commercial Fire Safety Act Compliant** tab, but if that property list is blank (no rooms are available), it also enables the **Commercial Other Published Rates** tab.

The above actions are summarized in Table 5-7.

Table 5-7: Lodging Screen Functions, DoD Preferred Lodging Available and Directed

Lodging Screen Functions, DoD Preferred Lodging Available and Directed			
Tab	Name	Initial Status	Immediately After Declining DoD Preferred Lodging
1	Govt DoD	Can be either enabled or disabled	Does not change initial status
2	Govt Privatized		
3	Commercial DoD Preferred	Enabled	Enabled
4	Commercial Fire Safety Act Compliant	Enabled	Enabled; however, if no rooms are available, property list is blank
5	Commercial Other Published Rates	Disabled	Enabled if Fire Safety Compliant Lodging property list is blank; otherwise disabled
N/A	Request Assistance Booking Hotel	Disabled	Enabled

No Availability

If you are TDY to a metro area at an ILPP location, but the DoD Preferred lodging facility has no available rooms, DTS presents an updated Lodging screen similar to the one in Figure 5-6. That screen displays:

1. Instructions on how to proceed.
2. A **Continue with other Type of Lodging** button that enables at least one lodging tab (see Table 5-4) to help you find alternate lodging.
3. A **Request Assistance in Booking Hotel** button, to ask the CTO for help.

DTS also activates an advisory notice on the Pre-Audit Trip screen to document that you attempted to use DoD Preferred lodging, but no rooms were available (See Section 5.6.2).

Error Resolution

Because DoD Preferred lodging providers are commercial vendors, DTS does not need to establish a connection with their reservation servers. For that reason, DoD Preferreds lodging does not experience the same “Failure to Connect” error that you could see with DoD lodging.

However, you could still encounter an ISE. If you do, your path to ISE resolution is exactly the same as described in Section 5.2.3, “Gov’t DoD Tab”, Error Resolution.

5.2.6 Commercial Fire Safety Act Compliant and Commercial Other Published Rates Tabs

The **Commercial Fire Safety Act Compliant** tab is initially enabled (see Figure 5-9) when you are TDY to:

1. A location that is neither an ILPP location nor an installation with DoD or Privatized lodging
–OR–
2. An ILPP location, but either you declined all available, directed lodging options or no directed lodging options were available.

If no rooms are available under **Commercial Fire Safety Act Compliant Lodging**, the property list is blank and the **Commercial Other Published Rates** tab is also automatically enabled (see Figure 5-10). The two screens' layouts and functionality are essentially the same.

Because the JTR never mandates use of either lodging type, the Decline/Skip button is labelled **Skip This Hotel**. Select it if you do not want to reserve lodging at this location. Remember that if you do need lodging, per the JTR, use of DTS/CTO is required. Also, keep in mind that Preferred lodging safety/security standards and pricing do not apply to lodging presented under the **Commercial Fire Safety Act Compliant** or **Commercial Other Published Rates** tabs.

Lodging

Select Lodging for DENVER
from 03/28/2016 through 03/31/2016

[Skip This Hotel](#)

RESERVATIONS SUMMARY:
 LODGING: \$0.00

Govt DoD
Govt Privatized
Commercial DoD Preferred
Commercial Fire Safety Act Compliant
Commercial Other Published Rates

Listed properties meet Federal Emergency Management Agency requirements for fire safety but are NOT monitored by DoD for adequacy or per diem rates.

Sort By: Distance Rate Range Hotel Name

Lodging Rate Allowed is \$172.00 in DENVER,CO

> [NEXT 10](#)

	\$79.00 - \$109.00	Rate Range	Additional Hotel Information	Select Hotel
	Econo Lodge Denver International Airport 15900 East 40th Ave Aurora CO, 80011	Phone: 303/373-1616 Fax: 303/373-5906 Toll Free: 800/553-2666	FedRooms Participant FEMA Approved	Approx. Distance: 10 Miles

Figure 5-9: Lodging Screen, **Commercial Fire Safety Act Compliant** Tab



Figure 5-10: Lodging Screen, **Commercial Other Published Rates** Tab

To make your reservation, use the **Select Hotel** button to choose a lodging property, and the **Select Room** button (**Caution: see Section 7.2**) to choose a room class.

The **Request Assistance in Booking Hotel** button is always active on these screens. The **Govt DoD**, **Govt Privatized**, and **Commercial DoD Preferred** tabs can each be either enabled or disabled, depending on whether or not the lodging type is required.

The above statuses are summarized in Tables 5-8 and 5-9.

Table 5-8: Lodging Screen Functions, Safety Act Compliant Lodging Available

Lodging Screen Functions, Safety Act Compliant Lodging Available		
Tab	Name	Initial Status
1	Govt DoD	May be enabled or disabled
2	Govt Privatized	
3	Commercial DoD Preferred	
4	Commercial Fire Safety Act Compliant	Enabled
5	Commercial Other Published Rates	Disabled
N/A	Request Assistance Booking Hotel	Enabled

Table 5-9: Lodging Screen Functions, No Safety Act Compliant Lodging Available

Lodging Screen Functions, No Safety Act Compliant Lodging Available		
Tab	Name	Initial Status
1	Govt DoD	May be enabled or disabled
2	Govt Privatized	
3	Commercial DoD Preferred	
4	Commercial Fire Safety Act Compliant	Enabled, but blank
5	Commercial Other Published Rates	Enabled
N/A	Request Assistance Booking Hotel	Enabled

5.2.7 Selecting Lodging on Long-Term TDY

The JTR directs the AO to authorize a reduced, flat rate per diem for long-term TDYs*. If the AO has authorized flat rate per diem, in some cases, you have to be careful when selecting your lodging.

- **Govt DoD:** Reduced per diem limits do not apply when you use DoD lodging, so you may always select DoD lodging, regardless of TDY length.
- **Govt Privatized:** Whether using this lodging type, please be aware that some facilities' billing practices may cause incorrect charges when you are authorized flat rate per diem. For more information on how that can happen and what you should do about it, see the DTMO Information Paper, "[Claiming Flat Rate Per Diem when Using a Privatized Lodging Facility](#)".
- **Commercial DoD Preferred:** If all available DoD Preferred lodging rooms cost more than your reduced per diem limit, you must decline to use them or risk paying more than DoD will reimburse you. Declining available, directed DoD Preferred lodging generates a pre-audit flag (see Section 5.6.1), but you should justify that flag by comparing the lowest available room rate and your authorized per diem rate.
- **Commercial Fire Safety Act Compliant and Commercial Other Published Rates:** You may always use one of these lodging types. Just make sure you select a room at or below your reduced per diem limit. If you can't find any, you may ask the CTO to help.

* In general, TDYs from 31 to 180 days at a single location receive a reduced flat rate per diem of 75% of the locality limit; TDYs over 180 days at a single location use a 55% rate. See [JTR](#), par. 4250 for more information on flat rate per diem.

5.3 Interim Screen When Modifying Reservations

You modify your lodging choices by using the **Add New Lodging** or **Cancel** links on the Trip Summary screen (see Figure 5-11, red highlights). If you select the **Cancel** link, DTS removes the booked lodging without changing screens. However, if you use the **Add New Lodging** link, DTS usually displays an interim screen (see Figure 5-12) that shows a link for each TDY location (the exception is for a single-location TDY to a destination that is not an ILPP location).

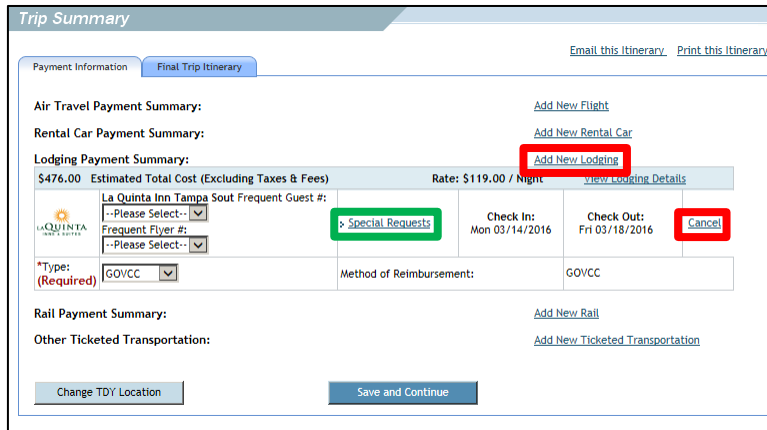


Figure 5-11: Trip Summary Screen

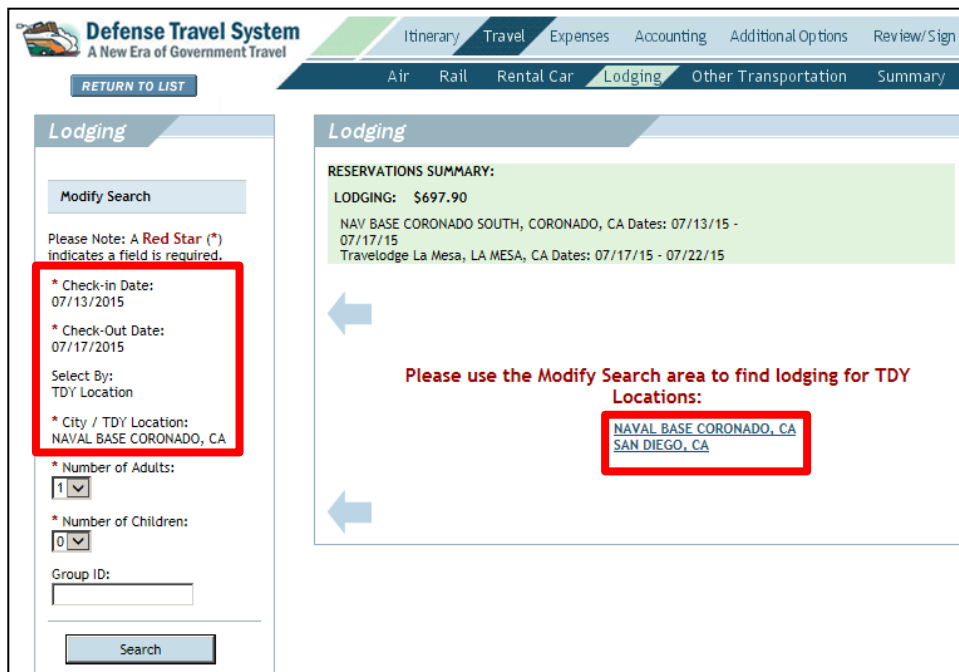


Figure 5-12: Lodging Screen, Select a TDY Location

Most of the Modify Search tools in the left column are not editable if you have selected a DoD, Privatized, or DoD Preferred lodging type. If you need to adjust any of this information, follow the instructions provided in Section 7.4. The tools are editable for other lodging types.

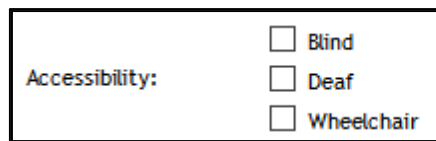
Select any link to open the Lodging screen displaying the currently selected lodging choice for that location.

5.4 ADA Requests for DoD Lodging

If you have reservations at a DoD lodging facility and need Americans with Disabilities Act (ADA) accommodations, DTS communicates your needs to the lodging facility in one of two ways:

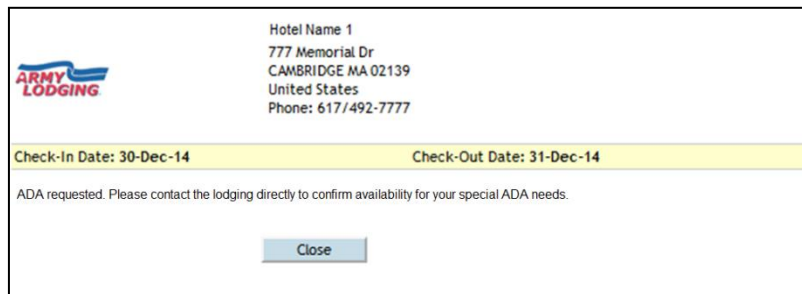
1. Update your DTS profile before going to the Lodging screen to identify your needs under **Lodging Preferences** (see Figure 5-13). DTS sends them to the lodging facility every time you make reservations for DoD lodging. See the DTMO information paper for more information on how to [Update Your DTS Profile](#).
2. Select the **Special Requests** link on the Lodging Details screen (see Figure 5-11, green highlight) to request accommodations for the current trip.

When DTS sends your request, it displays a pop-up (see Figure 5-14) that explains that you must follow up with the lodging facility to see whether they can meet your needs. If no ADA-compliant rooms are available, cancel your DoD lodging room, book alternate ADA-compliant lodging, and enter your CNA number in your authorization following your local procedures.



Accessibility:	<input type="checkbox"/> Blind
	<input type="checkbox"/> Deaf
	<input type="checkbox"/> Wheelchair

Figure 5-13: Traveler Profile – ADA Requirements




	Hotel Name 1 777 Memorial Dr CAMBRIDGE MA 02139 United States Phone: 617/492-7777
Check-In Date: 30-Dec-14	Check-Out Date: 31-Dec-14
ADA requested. Please contact the lodging directly to confirm availability for your special ADA needs.	
<input type="button" value="Close"/>	

Figure 5-14: ADA Pop-up

5.5 DTS Preview Trip Screen

The DTS Preview Trip screen displays some, but not all, of the following ILPP information (see Figure 5-15) for each TDY location:

1. **Lodging Cancel History** ①: This link only appears if you cancelled any lodging reservations through DTS. It toggles on / off a list of cancelled lodging reservations, including all applicable cancellation numbers (See Figure 5-16).
2. **Government DoD Lodging** ②: This section appears only if a DoD lodging option exists at the TDY location. If present, it provides the following information:
 - a. **Reserved:** “Yes” indicates that you have DoD lodging reservations at this location that you made through DTS. “No” indicates that you do not.
 - b. **Non-Availability Number:** If a number appears, it indicates that DoD lodging was not available at this location for the selected trip dates. (Caution: see Section 7.1)
3. **Government Privatized Lodging** ③: This section only appears if a Privatized lodging option exists at the TDY location. If present, it provides the following information:
 - a. **Reserved:** “Yes” indicates that you have Privatized lodging reservations at this location that you made through DTS. “No” indicates that you do not.
 - b. **Availability:** “Yes” indicates that Privatized lodging at this location is available for the selected trip dates. “No” indicates it is not.
4. **Commercial DoD Preferred Lodging** ④: This section only appears if a DoD Preferred lodging option exists at the TDY location. If present, it only indicates whether or not you reserved DoD Preferred lodging at this location (“Yes” or “No” as above).
5. **Commercial Lodging** ⑤: Appears if any non-DoD Preferred commercial lodging option exists at the TDY location (i.e., it will almost always appear). If present, only indicates whether or not you reserved commercial lodging at this location (“Yes” or “No” as above).

Location 1 - FT. EUSTIS,VA Time Zone: EST (06)

Itinerary: [Edit](#) Leave From: WOODBRIDGE, VA
 TDY/TAD Location: FT. EUSTIS,VA
 Arrive: 11-Apr-16
 Leave: 15-Apr-16

Note: All 5 will almost never be visible at one location

- 1 [Lodging Cancel History](#)
- 2 Government DoD Lodging: Reserved: No
Non-Availability Number:
- 3 Government Privatized Lodging: Reserved: Yes
Availability: Yes
- 4 Commercial DoD Preferred Lodging: Reserved: No
- 5 Commercial Lodging: Reserved: No

Figure 5-15: Preview Trip Screen, Lodging Cancel History Toggled Off

Location 1 - FT. HOOD,TX Time Zone: CST (07)

Itinerary: [Edit](#) Leave From: WOODBRIDGE, VA
 TDY/TAD Location: FT. HOOD,TX
 Arrive: 11-Apr-16
 Leave: 15-Apr-16

[Lodging Cancel History](#)

Lodge Type	Cancel Date	Hotel Name	Check in	Check out	Cancellation Number
Govt Privatized	03/03/16	PAL on Ft Hood HI Expres	04/11/16	04/15/16	52645218

Government Privatized Lodging: Reserved: No
 Availability: Yes

Commercial Lodging: Reserved: No

Figure 5-16: Lodging Cancel History, Lodging Cancel History Toggled On

5.6 DTS Pre-Audit Trip Screen

DTS includes several lodging-related pre-audit flags and advisory notices. Pre-audit flags require a justification to the AO, to help determine whether to authorize full reimbursement for the chosen lodging type. Advisory notices are informational reminders that require no justification.

5.6.1 Pre-Audit Flags

The following four pre-audit flags address ILPP and other lodging issues:

1. **AVAIL DOD LDG NOT USED:** You did not use available DoD lodging.
2. **AVAIL PRIVATIZED LDG NOT USED:** You did not use available Privatized lodging.
3. **AVAIL PREFERRED LDG NOT USED:** You did not use available, required DoD Preferred lodging.
4. **LODGING NOT USED:** You did not select any available lodging.
5. **GOVT SAFETY REG NON-COMPLIANT:** You chose lodging that is not FEMA approved (i.e., from the **Commercial Other Published Rates** tab).

On the Pre-Audit Trip screen (see Figure 5-17), you must justify **1** all of the above pre-audit flags. For items 1-4, you must also select one of the **Reason Codes** **2**. Those flags could trigger on any document; they are not unique to the ILPP.

The screenshot shows the 'Pre-Audit Trip' screen. At the top, there is a header 'Pre-Audit Trip' and a link 'Help for this screen'. Below this is a yellow informational box stating: 'Below are any items that were "flagged" for this trip. You must provide comments in the "Justification to Approving Official" text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature." DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)'. Below the box is a link 'Constructed Travel Worksheet' and a red heading '4 Items have been Flagged in this Travel Document'. The main content is a table with three columns: 'Reason Flagged', 'Item Description', and '* Justification to Approving Official <Help>'. The first row shows a flagged item: 'AVAIL PREFERRED LDG NOT USED' with a description: 'MACDILL AFB,FL: Available preferred lodging was not used for 05/18/2015 to 05/22/2015.' The 'Justification to Approving Official' column contains a 'Reason Codes' dropdown menu with a '1' next to it. A '2' is placed above the dropdown menu.

Reason Flagged	Item Description	* Justification to Approving Official <Help>
AVAIL PREFERRED LDG NOT USED	MACDILL AFB,FL: Available preferred lodging was not used for 05/18/2015 to 05/22/2015.	Reason Codes

Figure 5-17: Pre-Audit Trip Screen – Justification Area

The available lodging **Reason Codes** and a brief explanation of each are below. See Appendix C for more information about them.

- L1 **Too far away:** Available properties are an unacceptable distance from the TDY location.
- L2 **Mission requirements:** Using an available property would be detrimental to the mission.
- L3 **Lower rate available:** You found cheaper lodging elsewhere.
- L4 **Personal choice/limited reimbursement:** You chose to decline a required lodging option and will accept a limited lodging reimbursement.
- L5 **Military Lodging:** You will use lodging such as military barracks or medical facility.
- L6 **Lodging with family or friends:** Self-explanatory.
- L7 **Conference or Event:** You will attend an event that requires use of specific lodging.
- L8 **Contract Lodging:** A Government organization is paying all your lodging costs.
- L9 **Rental/leased housing:** You will lease or rent housing at the TDY location.
- L10 **Not required, in accordance with JTR:** The JTR does not require use of the lodging type.
- L11 **CTO lodging assistance requested:** You asked the CTO to find appropriate lodging for you.
- L12 **Group lodging required:** You are traveling in a group that must lodge together.

Note: You must ensure the **Per Diem Entitlements** screen reflects your actual lodging cost. For some of the above options (e.g., Contract Lodging) that cost is \$0.00. See the DTMO information paper for more information on how to [Update Your Reservation Expenses](#).

5.6.2 Advisory Notices

DTS also has a few advisory notices for the ILP. They are:

1. **DOD LODGING NOT AVAILABLE:** Triggered when DoD lodging is not available. This advisory notice also displays the CNA number.
2. **DOD LODGING CONNECTION ERROR:** Triggered by a transmission error that prevented DTS from receiving information from the DoD lodging facility.
3. **PRIVATIZED LODGING NOT AVIAL:** Triggered when Privatized lodging is not available.
4. **CETIFICATION OF MEALS UPDATE:** Triggered when you change any DTS default meal rate that is based on lodging selections directed by the JTR.
5. **PREFERRED LDG NOT AVAIL:** Triggered when there is no availability in any DoD Preferred lodging property that supports the TDY location.

5.7 Lodging-Related Reports

Two lodging-related reports are available if you have access to the DTS Report Scheduler. No special DTS permission levels or accesses are required. These reports help monitor travelers' lodging use. Available reports are:

1. The **Unavailability Report for Government Lodging Programs**: Extracts details from DTS documents belonging to travelers who were required to stay in DoD or Privatized lodging, but it was unavailable. This is a good report to run to find a list of CNA numbers. (**Caution: See Section 7.1**)
2. The **Non-Use Lodging – Reason Justification Report**: Provides details from documents belonging to travelers who did not use directed, available lodging types. Details include the travelers' Reason Codes and justifications.

Here's a summary of how to run lodging reports:

1. Log into DTS. The DTS Welcome screen opens (see Figure 5-18).

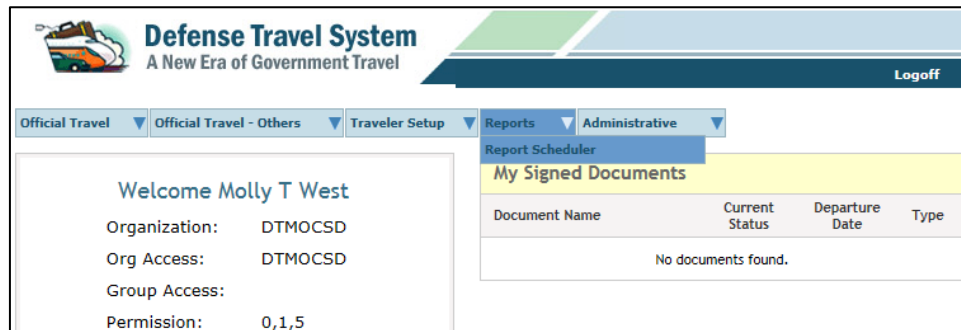


Figure 5-18: DTS Welcome Screen, Report Scheduler Access

2. Select the **Reports** tab.
3. Select the **Report Scheduler** option on the drop-down list. The Reports screen opens to show completed reports, if any (see Figure 5-19).

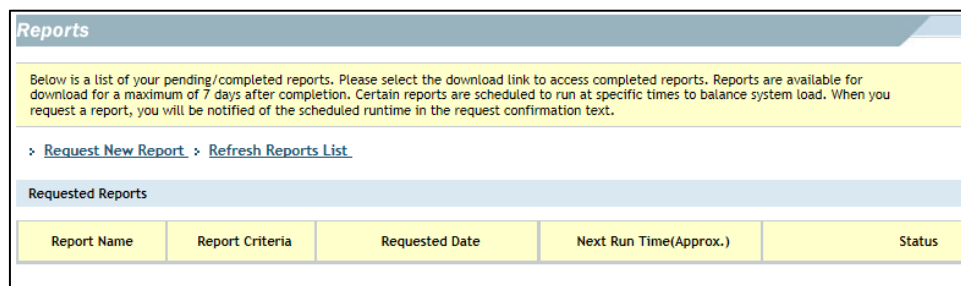


Figure 5-19: Reports Screen

4. Select **Request New Report**. The Reports screen refreshes to show reports you can run (see Figure 5-20).



Figure 5-20: Reports Screen

5. Select the link that identifies the report you want to run. The Reports screen updates to display report-specific search criteria (see Figure 5-21).

Figure 5-21: Search Criteria Entry Screen (Example)

6. Complete the search criteria and select **Submit**.
7. DTS may display the report immediately. If not, when it is ready, follow steps 1-3 to display the completed report.
8. Select **Download** to view or save the report.

For more information on how to run reports in DTS, see the DTMO information paper [Reports in the Report Scheduler](#).

Section 6: Notes Specifically for the Authorizing Official

The purpose of this section is to provide a quick reference to aspects of the ILP that are most pertinent to the AO. For this section only, “you” are the AO.

1. Arguably, the most important information is whether the traveler declined any available, directed lodging types. You can find that data in:
 - a. The **Location** fields on the Trip Preview screen (see Figure 5-15)
 - b. The flagged items and Advisory Notices on the Pre-Audit screen (see Figure 5-17)
 - c. The **Unavailability Report for Government Lodging Programs** (see Section 5.7), if you are able to run DTS reports
2. If the traveler declined available, directed lodging, DTS automatically limits the traveler’s lodging and meal reimbursement as described in Section 3. You must decide whether to allow that limitation to stand or to allow the traveler to receive full lodging reimbursement. Use the traveler’s pre-audit justifications to help you make that decision. You can find that information in:
 - a. The flagged items on the Pre-Audit screen (see Figure 5-17).
 - b. The Non-Use Lodging – Reason Justification Report (see Section 5.7).
3. If the traveler’s justification isn’t sufficient, you don’t need to do anything. However, if the traveler’s reason for using alternate lodging was sufficient, you can override the reimbursement limitation by following the steps in Appendix A*.

*Important Note: The JTR encourages civilians who are TDY to installations at non-ILPP pilot locations to check for DoD lodging, but does not require them to use it, and doesn’t allow you to limit their lodging reimbursement if they don’t. Although DTS does automatically limit the reimbursement, following the steps in Appendix A will help you set things right.

4. If you need to verify the traveler’s CNA, you can find* it in:
 - a. The **Location** fields on the Trip Preview screen (see Figure 5-15)
 - b. The flagged items and Advisory Notices on the Pre-Audit screen (see Figure 5-16)
 - c. The **Unavailability Report for Government Lodging Programs** (see Section 5.7)

*This is only true if the CNA was provided through DTS. If the traveler obtained a CNA directly from the lodging provider, see Section 7.1.

Section 7: Cautions

7.1 Non-Availability Confirmation Numbers vs. CNA Numbers

BACKGROUND: When you request DoD lodging reservations through DTS, and no rooms are available, the lodging facility issues a non-availability confirmation number to DTS. DTS converts it into a CNA number by adding the 2-digit fiscal year and a lodging program code, and posts it to the **Location** area of the DTS Preview Trip screen (see Figure 5-15).

CAUTION: If you book DoD lodging outside DTS by contacting the lodging facility directly ([See Section 4, Note](#)), the lodging facility issues the non-availability confirmation number directly to you. You must enter it into DTS following your Component or local guidance.

DTS will not recognize the number you enter as a CNA, so it will not display in any of the locations described elsewhere in this Guide.

7.2 DoD Preferred Lodging Property Website Links in DTS

BACKGROUND: You can find links in DTS that take you to DoD Preferred lodging property websites. These links are useful for gathering information about the property. Many of those websites contain tools that allow you to make lodging reservations.

CAUTION: [JTR, pars. 2400-A1](#) (among others) states that you must use DTS to make commercial lodging reservations through the CTO whenever possible. Using the links on a commercial lodging vendor's website to make reservations before using DTS or contacting the CTO is a violation of that regulation. What's more, vendor websites are unlikely to offer the low, negotiated DoD Preferred lodging rates, which could leave you paying more for your room than DoD will reimburse you for it.

7.3 Authorization Created After Travel Begins

BACKGROUND: When you have short-notice travel (A.K.A., “verbal orders of the commanding officer” or VOCO orders), you usually have to create your DTS authorization after the trip has started – and in a worst-case scenario, after it has ended.

ISSUE: You cannot create any lodging reservations in the past; you can only enter lodging costs. That being the case, the following sequence of events occurs when you create your authorization:

1. DTS recognizes the requirement to use DoD, Privatized, or DoD Preferred lodging, but...
2. Without reservations, DTS cannot verify that you used the required lodging type, so...
3. DTS generates a pre-audit flag and limits your lodging reimbursement (see Section 3).

When you enter the justification for the pre-audit flag, include the comment that VOCO orders were in effect. Also, keep in mind that:

1. If you actually did use the directed lodging type, the reimbursement limitation isn't likely to adversely affect you. Since required lodging types are routinely set lower than the per diem rate, DTS will set the limit at the amount you paid, once you enter it into the system.
2. If you did not use the directed lodging type, you must adequately justify your use of the alternate lodging type or accept the reimbursement limitation.

7.4 Changing TDY Dates when Using DoD, Privatized, or DoD Preferred Lodging

ISSUE: You made lodging reservations for an upcoming trip, then the trip dates changed. However, when using DoD, Privatized, or DoD Preferred lodging, the **Check-In Date** and **Check-Out Date** in the Lodging screen’s Modify Search area are not editable.

SOLUTION: Change your itinerary, then search for new reservation dates. Use the following steps:

1. Change your TDY depart/return dates and TDY location arrive/depart dates (for more information, see: [Adjusting/Amending an Itinerary and Reservations in an Authorization](#)).
2. Select Travel > Summary; the Trip Summary screen opens.
3. Select the **Cancel** link next to your lodging reservation, and acknowledge the pop-up.
4. Select the **Add New Lodging** link. The interim Lodging screen opens (see Section 5.3).
5. Select the appropriate TDY location link; the Lodging screen opens (see Figure 8-1).
 - a. The reservation dates **1** reflect the original reservation dates.
 - b. The **Check-In Date** and **Check-Out Date** **2** match the new dates.
6. Select **Search** **3**; the Lodging screen (see Figure 5-2) opens. Use it as described in Section 5.2 to make lodging reservations for the new dates.

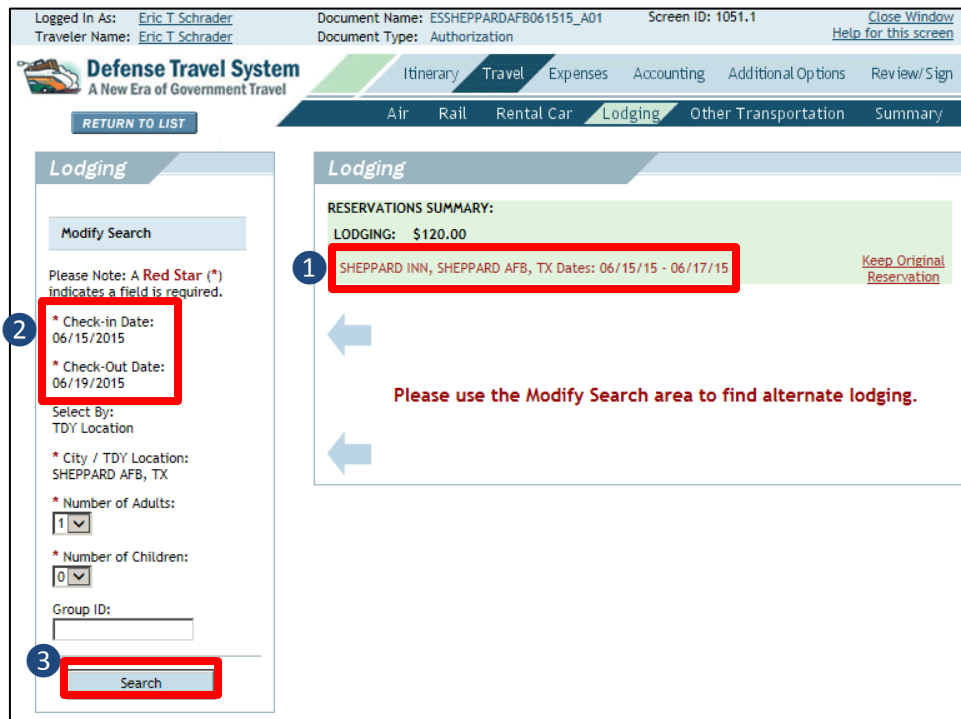


Figure 7-1: Lodging Screen Showing Changed Trip Dates

7.5 Changing Lodging when TDY to an ILPP Location

ISSUE: You are going TDY to an ILPP location, and need to book two different lodging types on your authorization (e.g., you won't need lodging while on leave, or are relocating for mission reasons). As stated in Section 7.4, if you are using DoD, Privatized, or DoD Preferred lodging, you can't change the **Check-In Date** or **Check-Out Date** in the Lodging screen's Modify Search area.

SOLUTION: Enter a new TDY location for each period that requires a different lodging type.

Example: You are going TDY to MacDill Air Force Base (AFB). Your overall TDY dates, including travel days, are June 10-20. You will spend June 10-17 on MacDill, then perform field duty in Gibsonton, FL from June 17 to June 19, before returning to MacDill for your last night before you depart on 20 June. Your travel dates and TDY locations will be:

1. Trip start date is June 10.
2. TDY location 1 is MacDill AFB, arriving on June 10, and departing on June 17.
3. TDY location 2 is Gibsonton, FL* arriving on June 17, and departing on June 19.
 - a. Make sure you set your arrival date as June 17. This looks like a date overlap, but in reality only indicates that you will be at two TDY locations on the same day.
 - b. Update the Per Diem Entitlements screen – in this example, you are on **Field Duty**.
4. TDY location 3 is MacDill AFB, arriving on June 19, and departing on June 20.
5. You will arrive back at your permanent duty station on June 20.

***Notes:**

1. If the field duty location in this example were also an ILPP location (e.g., the city of Tampa, FL), you would have had to decline all DoD and DoD Preferred lodging that is offered and justify all resulting pre-audit flags (see Section 5.6).
2. If you are taking leave, but your local business rules do not allow you to list leave locations on an authorization, follow your local business rules instead.

Appendix A: Overriding Automatic Lodging Reimbursement Limits

If you are TDY to an ILPP location, and you decline to use available DoD, Privatized, or DoD Preferred lodging or an available, directed meal option, DTS limits your lodging or meal reimbursement as described in Section 3. However, if you adequately justify your choice, the AO can approve reimbursement for the full lodging cost (up to the per diem limit) or the appropriate meal rate. The process for overriding these limitations in DTS is as follows:

1. Log onto DTS and open the travel document.
2. Navigate to **Expenses > Per Diem Entitlements**.
3. Select **Edit** next to the first day you want to change; the Per Diem Entitlement Detail screen opens.
4. Use the calendar tool to select the last day you want to change.
5. Under Per Diem Rates > Lodging, enter the full locality lodging limit or the actual lodging cost, whichever is lower.
6. Under Meals, select the appropriate radio button (usually **Full Rate, Available, or Provided**) and if necessary, all applicable meal boxes (**Breakfast, Lunch, Dinner**).
7. Under Other Per Diem Entitlements, select the **Actual Lodging** radio button.
8. Scroll to the bottom of the screen and select **Save These Entitlements**.

For the AO: If you want to authorize/approve the reimbursement request as the traveler entered it, apply the APPROVED stamp (assuming the rest of the document is fine, of course). If you want to retain the lodging or meal reimbursement limit, apply the RETURNED stamp and have the traveler remove the Actual Lodging or meal rate request.

Notes:

1. For screenshots and an in-depth look at this procedure, see the portions of the [DTS Document Processing Manual, Chapter 2](#) (authorizations) and [Chapter 4](#) (vouchers) that pertain to actual lodging.
2. To request full reimbursement for a lodging cost that is over the locality per diem rate, follow the standard procedures for claiming actual lodging.
3. Be careful not to erase any other special per diem indicators (e.g., leave, field duty, meals provided) when you change the lodging cost. Remember that if different per diem allowances apply on different days, you must make entries on the Per Diem Entitlement Detail screen multiple times.

Appendix B: Commercial Travel Office Interaction

B.1 CTO Books Privatized or DoD Preferred Lodging

The CTO can help book Privatized or DoD Preferred lodging at ILPP locations. Travelers usually request lodging reservations in one of four ways. Each appears below, followed by CTO and traveler actions.

1. **In DTS** by selecting lodging
 - CTO only performs electronic quality control; DTS does the rest
2. **Through DTS** by using CTO assist functions
 - If traveler made a specific request, CTO books per traveler's request
 - If traveler did not make a specific request, CTO books per DoD policy, if available
 - If any requested lodging is not available, CTO notifies traveler per local policy
 - CTO posts reservations in DTS by updating existing record
3. **Outside DTS** by contacting CTO after selecting non-lodging reservations in DTS
 - Identical process to #2 above
4. **Outside DTS** by contacting CTO without selecting any reservations in DTS
 - If traveler made a specific request IAW DoD policy, CTO books per traveler's request
 - If traveler made a specific request not IAW DoD policy, CTO informs traveler of policy (unless a JTR exception applies)
 - If traveler still wants to book lodging not IAW DoD policy, CTO books it
 - If traveler did not make a specific request, CTO books per DoD policy, if available
 - If any requested lodging is not available, CTO books per DoD policy and notifies traveler per local policy
 - CTO provides itinerary to traveler – includes lodging information
 - Traveler enters reservation costs into DTS and may have to justify choices

Appendix C: Pre-Audit Reason Codes

In addition to an actual justification, most Reason Codes require specific information to appear in the **Justification** field on the DTS Pre-Audit screen, if it is not already available in DTS (e.g., via a reservation made through the system). You can see the additional information requirements when selecting a Reason Code from the DTS Reason Codes screen. Figures C-1 and C-2 show that text, with the additional information requirements highlighted in blue. The notes referred to in the blue boxes are below Figure C-2.

Select	Reason Code & Description	
<input type="checkbox"/>	<p>L1 - Too far away</p> <p>Available properties are too far away from TDY work location. Provide the name and address of the property where you stayed in the comments field if you made reservations outside of DTS.</p>	<p>Important! See notes #2 & 3</p>
<input type="checkbox"/>	<p>L2 - Mission requirements</p> <p>Available properties do not meet mission requirements. Cite your reason AND provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS.</p>	<p>Important! See notes #1, 2, & 3</p>
<input type="checkbox"/>	<p>L3 - Lower rate available</p> <p>A lower hotel rate was available at another property. Provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS.</p>	<p>Important! See notes #2 & 3</p>
<input type="checkbox"/>	<p>L4 - Personal choice/limited reimbursement</p> <p>In accordance with the JTR, the reimbursement for a traveler that declines available government or preferred commercial lodging is limited to the rate that the government would have paid if used. Provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS.</p>	<p>Important! See notes #2 & 3</p>
<input type="checkbox"/>	<p>L5 - Military Lodging</p> <p>Military lodging was NOT booked in DTS. Military lodging includes, but is not limited to, government lodging, military barracks, and medical treatment facilities (DoD, VA, or Fisher House). You must adjust the cost on the Per Diem Entitlements screen to reflect the amount you actually paid for the room.</p>	
<input type="checkbox"/>	<p>L6 - Lodging with family or friends</p> <p>In accordance with the JTR, a military traveler staying with family or friends is not authorized lodging reimbursement. Civilian travelers are only authorized reimbursement for documented extra costs incurred by the host. You must adjust the authorized lodging rate on the Per Diem Entitlements screen to zero or the documented extra costs incurred by the host.</p>	

Figure C-1: DTS Reason Codes L1-L6 for Non-Use of Required Lodging

<input type="checkbox"/>	<p>L7 - Conference or Event</p> <p>Attending a conference or event with specified lodging. You must provide the conference or event name in the comments field if you selected 'Other' or 'N/A' for conference attendance when you created the authorization. Also, provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS.</p>	<p>Important! See notes #1, 2, & 3</p>
<input type="checkbox"/>	<p>L8 - Contract Lodging</p> <p>Lodging has been contracted by a government organization. Costs will be billed to that office and you will not be reimbursed. Provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS.</p>	<p>Important! See notes #2 & 3</p>
<input type="checkbox"/>	<p>L9 - Rental/leased Housing</p> <p>Reimbursable rental/leased housing was used. You must adjust the cost paid on the Per Diem Entitlements screen to the amount you actually paid. Monthly payments must be prorated per day. DO NOT enter rental housing costs as a non-mileage expense. Provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS.</p>	<p>Important! See notes #2 & 3</p>
<input type="checkbox"/>	<p>L10 - Not required, in accordance with JTR</p> <p>You must cite the applicable JTR reference AND provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS.</p>	<p>Important! See notes #1, 2, & 3</p>
<input type="checkbox"/>	<p>L11 - CTO lodging assistance requested</p> <p>You asked the CTO to find appropriate lodging.</p>	
<input type="checkbox"/>	<p>L12 - Group lodging required</p> <p>Requires the group to be lodged together to maintain group integrity (e.g., aircrews, schools, and teams). Provide the name and address of property where you stayed in the comments field, if you confirmed reservations outside of DTS.</p>	<p>Important! See notes #2 & 3</p>

Figure C-2: DTS Reason Codes L7-L12 for Non-Use of Required Lodging

The specific information listed above satisfies several purposes:

1. It helps validate the traveler’s claims about certain costs or situations.
2. It provides “duty of care” emergency contact information for the traveler.
3. It provides information that can be used during future lodging contract negotiations.

Appendix D: Lodging Process Flow in DTS

The flowchart on this page (Figure D-1) summarizes the information detailed in Section 5.

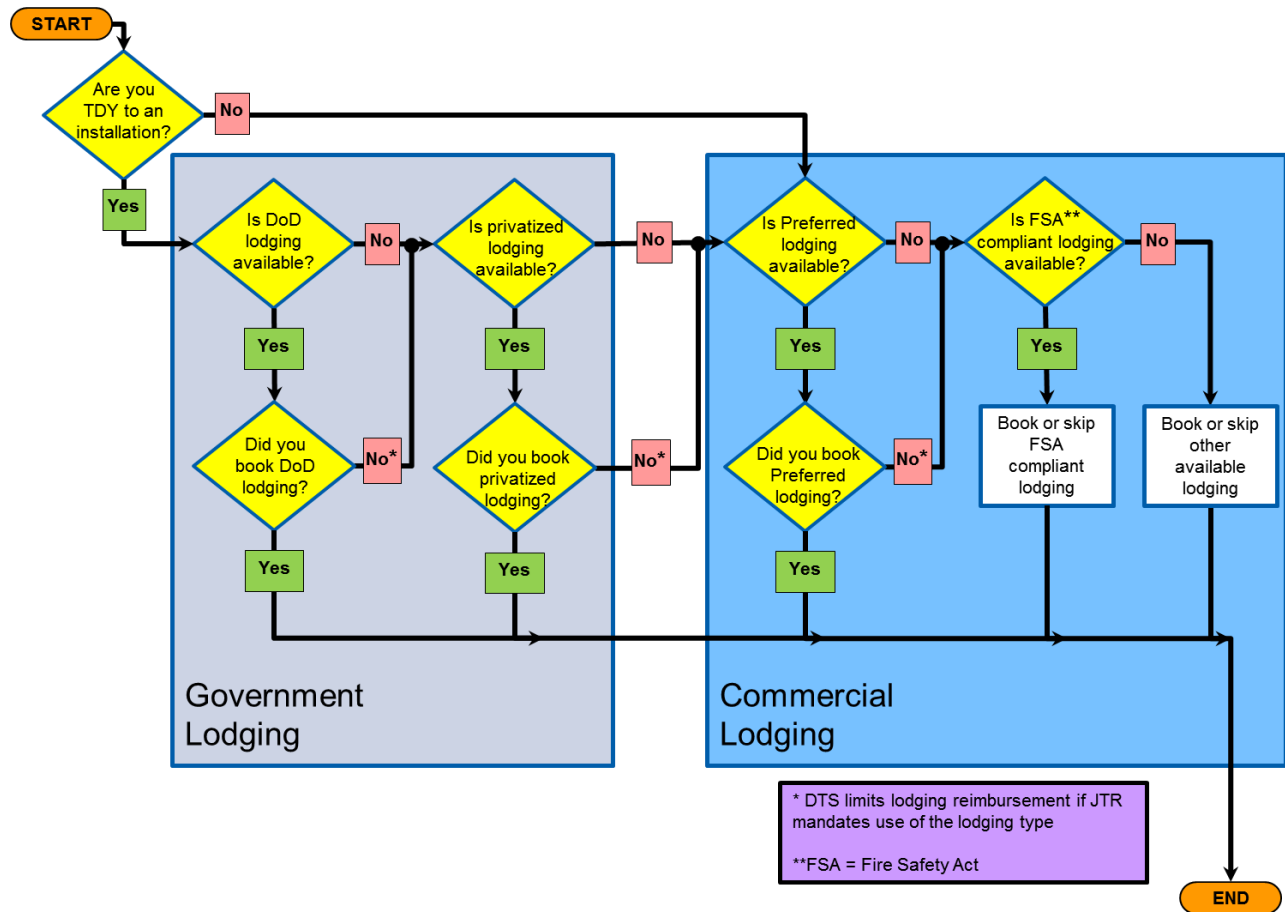


Figure D-1 – The Lodging Process Flow in DTS

Appendix E: Acronyms and References

ACRONYMS

AAA	Automobile Association of America
ADA	Americans with Disabilities Act
AFB	Air Force Base
AO	Authorizing Official
CONUS	Contiguous United States
CNA	Certification of Non-Availability
CTO	Commercial Travel Office
DoD	Department of Defense
DTS	Defense Travel System
EUL	Enhanced Use Lease
FEMA	Federal Emergency Management Agency
Ft.	Fort
GDS	Global Distribution System
GMR	Government Meal Rate
Govt	Government
GTCC	Government Travel Charge Card
IAW	In Accordance With
ILPP	Integrated Lodging Program Pilot
JTR	Joint Travel Regulations
MCB	Marine Corps Base
NOAA	National Oceanographic and Atmospheric Administration
OCONUS	Outside the Contiguous United States
PAL	Privatized Army Lodging
PMR	Proportional Meal Rate
PPV	Public-Private Venture
TAC	Travel Assistance Center
TDY	Temporary Duty
USCG	U.S. Coast Guard
USPHS	U.S. Public Health Service
VOCO	Verbal orders of the commanding officer

REFERENCES

Section (first appearance)	Reference	Hyperlink
1.1	List of on base lodging facilities in DTS	http://www.defensetravel.dod.mil/Docs/DoDLodging_List.pdf
1.1	List of DoD Preferred lodging facilities	http://www.defensetravel.dod.mil/Docs/ILP Preferred_List.pdf
1.2	ILPP locations	http://www.defensetravel.dod.mil/Docs/ILP_Sites_List.pdf
3	JTR	http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf
3	Start dates of ILPP locations	http://www.defensetravel.dod.mil/Docs/ILP Pilot_Start_Dates.pdf
3	Per diem rates at ILPP location	https://secure.defensetravel.dod.mil/cacdocs/ILP_Rates.pdf
4	DoD lodging reservations site	http://www.dodlodging.net/
4	Marine Corps transient quarters reservations site	www.dodlodging.com/html/MB-locations.html
4	Army PAL hotel reservations site	www.ihgarmyhotels.com
5.2.7	Privatized longing & long rate per diem information paper	http://www.defensetravel.dod.mil/Docs/Training/Flat_Rate_in_PPV_lodging.pdf
5.4	Update DTS profile information paper	http://www.defensetravel.dod.mil/Docs/Updating_Profile_In_DTS.pdf
5.6.1	Update Itinerary and Reservation Expenses in a Voucher	http://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf