



Defense Travel System

Developmental Training

Integrated Lodging Program

MCB Quantico LDTA, Tier II Help Desk

Welcome to this month's developmental training. My name is Wendy, I'll be your course moderator today. I am joined by Jennifer who will be the instructor today.

Today's session will be recorded. Please mute your mic since any questions will be answered in the public chat box. (SHOW THEM HOW TO OPEN THE CHAT BOX BY CLICKING THE BUBBLE). Feel free to type questions at any time remembering the chat is public and can be seen by everyone in attendance. If I feel a question or subject should be addressed to the entire class, I will ask the instructor to pause and discuss the issue.

We have a large amount of attendees today...If you have technical difficulties let me know via the chat box. If necessary, you can call our office at 703-784-2411. Often, you may just need to log out and log back into TEAMS. If this happens, notify me in the chat box when you return to class.

Our focus today is on the Integrated Lodging Program. We have seen a lot of travelers being limited to either government lodging, or the preferred lodging rate due to utilizing an incorrect process while creating their authorizations and the RO's/AO's approving without having a full understanding of the program. If you are interested in having a traveler ILP

course provided to your command, please reach out to our office after the class.

Please enter the word “LODGING” in the chat box now so I can take attendance.

Without further delay, I will turn it over to the instructor.... Jennifer



Lodging Regulations and Policy

- The FY 2021 National Defense Authorization Act, Section 642, authorized DoD to conduct a permanent Government lodging program
 - The DTMO established the Integrated Lodging Program (ILP)

020303. Lodging

A traveler on TDY must reserve lodging compliant with U.S. Fire Administration Guidelines through a Government electronic travel system or the servicing TMC (5 U.S.C. §5707a). When TDY, a DoD traveler must use the Integrated Lodging Program (ILP) facilities if available. During PCS travel, a Service member must follow the lodging requirements in par. 050601. The Government cannot direct the traveler to accept inadequate accommodations. Each Service and DoD agency must ensure that 90% or more of all official travelers in the US and non-foreign OCONUS areas use commercial lodgings that comply with the U.S. Fire Administration guidelines.

Today we are going to look at each level of the ILP, the importance of booking in DTS, and how to review authorizations as an approving official. We have geared this course to unit ODTA's, RO's and AO's. The integrated lodging program started as a pilot back in June 2015 and has confused everyone since then. The program was intended to not only save the government money but also ensure the travelers are staying in facilities that meet the adequacy standards set forth by the Department of Defense.


On the slide is a screenshot from the reference in the JTR. This requires travelers (service members and civilians) on temporary duty at an ILP location to use adequate DoD lodging, privatized lodging, or DoD preferred Commercial lodging before other lodging options or reimbursement is limited to the rate of the lowest available level of lodging.

This is location-based, so location matters! Where you are performing duty is what should be in the itinerary. If you are performing any portion of your TDY on an installation, then the installation is what should be in your itinerary.


For example, if you are TDY to MarCorSysCom and performing ANY PART of your duties at the headquarters building located on MCB Quantico, the TDY location would be Quantico MC COMBAT DEV COM in the authorization.

If all duties are being performed at Tech Parkway in Stafford, you would show Stafford, VA as the TDY location.

That logic and location selection is the same for every military installation and required by a Under SecDef memo, dated 27 April 2018 that requires *Maximum Use of DOD Lodging Facilities on DOD Installations* (available on our website as OUSD memo).



Adequacy Standards



Department of Defense
Lodging Adequacy standards
Approved December 18, 2020

https://media.defense.gov/2022/Jul/07/2003031296/-1/-1/0/ILP_LODGING_ADEQUACY_STANDARDS.PDF

In order to appear in DTS, a DoD Lodging property must meet the standards outlined in the DoD Lodging Adequacy Standards document.

Department of Defense (DoD) Lodging Adequacy Standards are effective December 18, 2020 and replace previously published standards. This outlines the standards for all levels of the ILP.

The standards ensure the care and satisfaction of official government travelers by providing adequate accommodations in quality facilities.

It is DoD's expectation that all DoD Lodging facilities meet 100% of the standards.

Furthermore, all lodging rooms meeting these standards must be listed in the Defense Travel System.

If DoD Lodging rooms do not meet 100% of the DoD Lodging Adequacy Standards, the rooms will not be listed in DTS. The exception to this rule is Marine Corps lodging, there is a change request pending to add Marine Corps lodging to DTS.



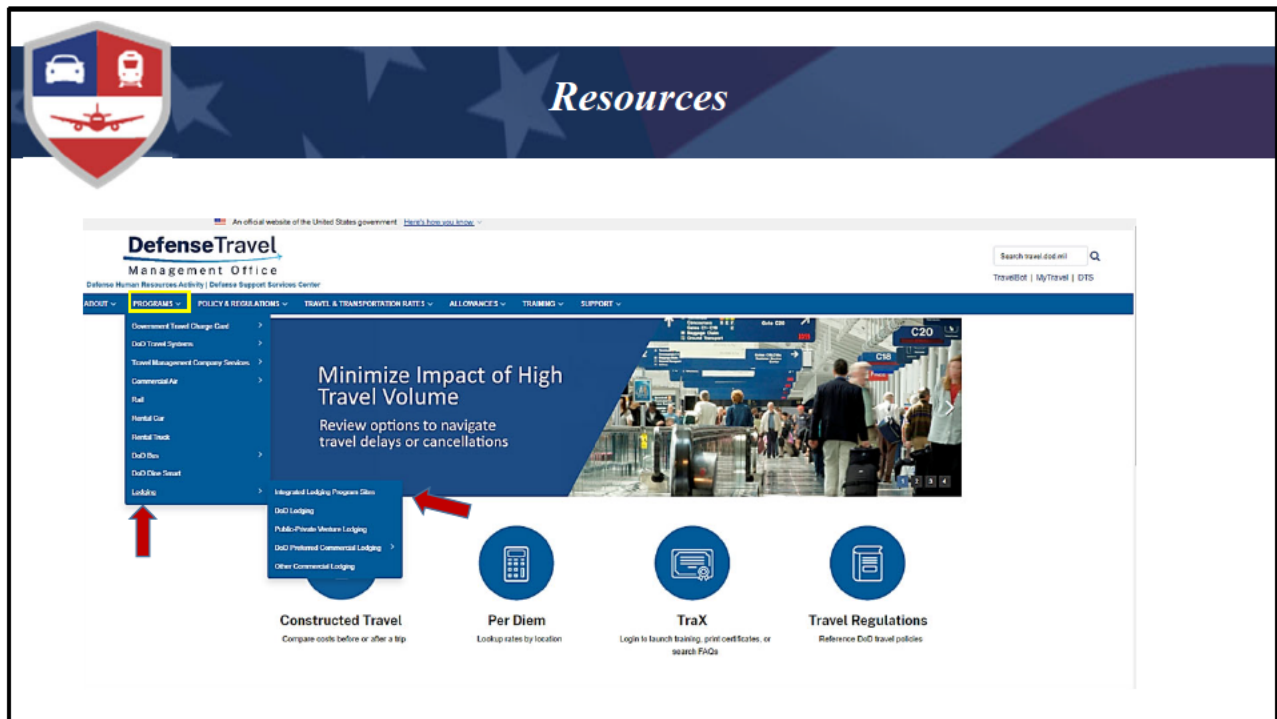
Eligibility

- **The ILP applies to DoD travelers (Service Members and Civilians) on a temporary duty (TDY) with an overnight stay at one of the selected ILP sites.**
- **It is effective for all orders or authorizations issued on or after June 15, 2015, or the date the ILP begins at a site.**
 - The Defense Travel Management Office's (DTMO) website contains ILP sites, ILP rates, and ILP start dates
 - Sites include metropolitan areas


While the ILP applies to DoD Traveler's on a TDY status, The ILP does not apply to invitational travelers. Invitational travel is performed by an individual not employed by the government or employed intermittently by the government as a consultant or expert and paid on a daily "when actually employed" basis.

The DTMO website contains all ILP sites, rates, and when that site became an official site.

The next slides we will get into the DTMO website and how to find the information you are looking for.



On the screen is a view of the main DTMO website with the location of the ILP pages. We are going to attempt to go live into the DTMO website, if we have too many network issues, we will come back to the slides.



Resources

DefenseTravel
 Management Office
Defense Human Resources Activity | Defense Support Services Center

[ABOUT](#)
[PROGRAMS](#)
[POLICY & REGULATIONS](#)
[TRAVEL & TRANSPORTATION RATES](#)
[ALLOWANCES](#)
[TRAINING](#)
[SUPPORT](#)

[HOME](#)
[PROGRAMS](#)
[LODGING](#)
[INTEGRATED LODGING PROGRAM SITES](#)

Programs

- Lodging**
- Integrated Lodging Program Sites
- DoD Lodging
- Public-Private Venture Lodging
- DoD Preferred Commercial Lodging
- Become a DoD Preferred Hotel
- Other Commercial Lodging

Official Integrated Lodging Program Sites

Search the table to find lodging options.

Browse records in all searchable columns that contain Search

TDY Location	Region	ILP Required	Available Lodging	Metro Area	Common Names / Tenant Units	Nearby
Barter Island LRRS	Alaska	No	USAF			
Cape Lisburne LRRS	Alaska	No	USAF			

Lookup ILP Rates

CAC authentication required.


Date:

☐ I'm not a robot

[Submit](#)

This is the main page of the ILP site. The main page incorporates the list of integrated Lodging program sites. You can search for specific wording for the ILP site you are looking for. You can also sort each column.


On the left side are other items you may need when either planning your TDY, researching for a traveler, or reviewing an authorization or voucher. An important item to note is the ILP Rates lookup tool located under the main menu on the left. This gives the most accurate rates of each location.



Resources

Integrated Lodging Program 2023 Rates

February 15, 2023




	Rate Effective Date	Rates (monthly rates are effective the first day of the month)											
		Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Privatized Lodging Rate <i>(reimbursement amount if available privatized lodging not used)</i>	1-Jan-23	\$168.11	\$168.11	\$179.11	\$179.11	\$179.11	\$179.11	\$153.11	\$153.11	\$179.11	\$179.11	\$168.11	\$168.11
DoD Preferred Rate <i>(reimbursement amount if available DoD Preferred lodging is not used)</i>	1-Jan-23	\$169.00	\$169.00	\$232.00	\$232.00	\$232.00	\$232.00	\$154.00	\$154.00	\$231.00	\$231.00	\$169.00	\$169.00
Langley Air Force Base - Hampton, VA (metro area)													
DoD Lodging Rate <i>(reimbursement amount if directed available government quarters are not used)</i>	1-Feb-23	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00
DoD Preferred Rate <i>(reimbursement amount if available DoD Preferred lodging is not used)</i>	1-Jan-23	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$88.00	\$88.00	\$88.00	\$85.00	\$85.00	\$85.00	\$85.00
Marine Corps Base Quantico, VA (metro area)													
DoD Lodging Rate <i>(reimbursement amount if directed available government quarters are not used)</i>	1-Jan-23	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
DoD Preferred Rate <i>(reimbursement amount if available DoD Preferred lodging is not used)</i>	1-Jan-23	\$88.00	\$88.00	\$88.00	\$88.00	\$88.00	\$88.00	\$88.00	\$88.00	\$88.00	\$88.00	\$88.00	\$88.00

Norfolk Area - includes: Naval Station Norfolk, Naval Medical Center Portsmouth, Naval Shipyard Norfolk/Portsmouth, Naval Support Activity Hampton Roads VA - Northwest Chesapeake AND Norfolk, Portsmouth, and Chesapeake, VA (metro areas)

Lookup ILP Rates
CAC authentication required

Date
2023 Feb 15

☐ I'm not a robot

 [Privacy](#) [Terms](#)

Submit

I'm not sure if anyone has experienced the never-ending loop of proving you are NOT a robot, but it happens and at times it's frustrating! Once you do get through the maze, a new tab will open with all DoD rates. Save yourself some scrolling and do a quick "Control F" to locate what you are looking for. These rates are what your traveler will be limited to if they are TAD at an ILP location and did not utilize the program correctly.

If the network holds up, we are going to go back and forth to the website throughout the presentation to demonstrate how to optimize the site tools.



Policy Requirements

- Service Members and Civilians who are TDY to **an installation** at an ILP location must use the following lodging types, in priority order, based on availability:
 1. DoD Lodging / DoD Privatized Lodging
 2. DoD Preferred Commercial Lodging
 3. Available options (all other commercial lodging)
- If the traveler is a Service Member using DoD or DoD Privatized Lodging as required, and the lodging facility is on the TDY installation, the Authorizing Official (AO) should direct use of a Government dining facility

Let's first look at the ILP policy requirements. The biggest thing to remember for every traveler is to book through DTS.

If your traveler is TDY to an installation, there are 3 level requirements when selecting lodging.

Level 1 includes DoD Lodging and DoD Privatized Lodging, the difference between the two is based on what service the installation belongs to.

DoD lodging is shown in DTS as DoD Lodging. These locations are temporary lodging for official travelers and their families that are owned and operated by the DoD. That will be the first option displayed in DTS for most locations. If it is not available, DTS will provide a Certificate of Nonavailability.

For the Marine Corps, this causes an issue because no Marine Corps lodging is currently loaded in DTS.

For civilians it's considered not available if the lodging cannot be booked using DTS, so civilians would automatically move to level 2, DoD Preferred lodging, as their first choice.

For military members, they must first call the TAD lodging on that base to determine availability.

Example: A Marine coming TAD to Quantico can stay at either the Inns of the Corps-Quantico (formerly the Crossroads Inn) or Marine Lodge Quantico (formerly Liversedge Hall). Once a CNA/SNA is obtained, military are free to move to the next level and reserve a DoD Preferred room.

If your traveler is TDY to an ILP location that offers Privatized lodging. Privatized Lodging are commercially operated and managed lodging facilities that are available at many U.S. Army installations on both CONUS and OCONUS locations. These will display in DTS as Government Privatized lodging. If nothing is available, DTS will provide an advisory on the Pre Audit and Advisory page.

It is important to note that if a Service member who is required to use either option (DoD Lodging or DoD Privatized Lodging) on the installation the AO should direct use of a government dining facility.


Level 2 is DoD Preferred Commercial Lodging: These are commercial hotels that participate in the DoD Preferred Lodging program and provide rates below the max lodging rate of the area. In most cases THE RESERVATION MUST COME THROUGH DTS TO OBTAIN THE CORRECT/REDUCED RATE. The traveler may be able to obtain the ILP rate at a DoD Preferred facility by using the TMC Assistance option and asking for booking assistance at one of the DoD Preferred hotels, we have found that the TMC doesn't always book at the ILP rate and this has caused travelers to be limited in their reimbursement since DTS shows that

available DoD Preferred Lodging was not utilized.

The traveler must select one of these properties if they are available after on-base lodging is determined not available. If they bypass either level, DTS will warn them and automatically limit the lodging amount in the per diem page. If a traveler declines to use an available, directed lodging type, DTS limits lodging and meal (for military members only) reimbursement.

Level 3 If both DoD Lodging and DoD Preferred Commercial are not available, your traveler will then be presented with commercial lodging which is generally at (or) above the full lodging rate. If you choose a hotel above the max lodging rate, you are responsible for any excess amount above the allowed set rate limit.

The biggest take-away for you is to ensure your travelers follow what the system shows them and select the option that fits in the level they're allowed to use. They must have a non-availability (system or manual) to move to the next level otherwise they'll likely be limited in their reimbursement.



ILP Site List

The TDY Location is what will need to be placed in the document for DTS to trigger the DoD Lodging search.

If the traveler does not put this location, DTS will not query the Defense Lodging System and they will not get a CNA (if applicable).

For this reason (and because it's stated in the JTR), the traveler must always put the location they are performing TDY at, not the city the location is located in.

The ILP required column lets you know if the Integrated Lodging Program applies for the location.

TDY Location	State/Region	Available Lodging	ILP Required	ILP Effective
██████████/ood	MO	██████████	Yes	4/2/2016
██████████KS	MO	DoD Preferred	Yes	1/1/2019
██████████AFB	MO	Air Force Inns	Yes	6/15/2015
██████████AFB	MS	Air Force Inns	Yes	6/15/2015
██████████AFB	MS	Air Force Inns	Yes	6/15/2015
██████████AS	MS	Yes	Yes	6/15/2015
██████████ Gulfport	MS	Navy Gateway Inns & Suites, Navy Lodge	Yes	6/15/2015
██████████AFB	MT	Air Force Inns	Yes	6/15/2015
██████████SMCB	NC	USMC	No	
██████████MCAS	NC	USMC	No	
Ft. Bragg	NC	DoD Preferred; Other PPV	Yes	7/1/2016
██████████MCAS	NC	USMC	No	
██████████AFB	NC	Air Force Inns	Yes	6/15/2015
██████████AFB	ND	Air Force Inns	Yes	6/15/2015
██████████AFB	ND	Air Force Inns	Yes	6/15/2015
██████████AFB	NE	Air Force Inns	Yes	6/15/2015
██████████NH	NH	DoD Preferred	Yes	6/15/2015
JB ██████████ (Burlington County)	NJ	Air Force Inns	Yes	6/15/2015

The ILP Site list on the DTMO website breaks it down to what is available. When reviewing authorizations and vouchers, you should have this open to validate any questionable selections. The Pre-Audit Page will assist you in this effort, we'll cover that later. The right side shows the requirement and the date it became effective.

You can organize the list alphabetically by location or state.



ILP Site List

If it just has the Branch of service (USMC, US Army, UN, USAF), it means that there is DoD Lodging, but it's not available in DTS and must be booked traditionally.

If they are a Service Member, they are required to stay on base and need to contact the hotel outside of DTS to book.

If they are a Civilian, they will not be required to book lodging on base.

TDY Location	Region	ILP Required	Available Lodging	Metro Area	Common Name
Hampton Roads Northwest	Virginia	Yes	Navy Gateway Inns & Suites	NORFOLK/PORTSMOUTH/CHESAPEAKE	NORTHWEST I CHSPKE
Suffolk	Virginia	Yes	DoD Preferred	Suffolk	
Wallops Island	Virginia	Yes	Navy Gateway Inns & Suites		WALLOPS ISL
Naval Air Station	Virginia	Yes	Navy Gateway Inns & Suites	Virginia Beach	NAT
Quantico MC	Virginia	Yes	USMC, Inns of the Corps; DoD Preferred	Quantico	Marine Corps B
Facilities	Virginia	Yes	Navy Gateway Inns & Suites; DoD Preferred	Yorktown/Williamsburg	CHEATHA

Shown here is MCB Quantico, to show if DoD Lodging is required, but not available in DTS. This means, a military member is required to call and attempt to book it and civilian can move to the next level.



Policy Requirements

- **Service Members and Civilians who are TDY to a metro area at an ILP location must use DoD Preferred Commercial Lodging, if it is available**
 - If it is not available, they may stay in any lodging they choose at or below per diem
- **If a traveler declines to use an available, directed lodging type, DTS will limit the lodging and meal reimbursements**

In some cases, your traveler's may not be TDY to a military installation, think about the Tech Parkway Stafford example I gave initially.


In those cases, you must understand the Metro Area as defined in the ILP.

The metro area for these purposes is the area that contains the localities listed under the metro area in the 2023 DoD Preferred metro areas list located on the DTMO website. For example, the Quantico metro area includes the 16 counties and cities listed on that sheet.

If you are TDY to a metro area, at an ILP location, you must use DoD Preferred Commercial Lodging if it's available in DTS. If the TDY location is not part of an ILP metro area, you may stay in any commercial lodging at or below the max lodging rate you choose. Please

remember, if you stay at lodging above a rate the government has set, your reimbursement will be limited.

These limitations include taxes. For example: The negotiated rate is \$80 plus \$applicable tax and you choose a hotel that is not a DoD Preferred Commercial Lodging provider and pay \$120 with applicable tax. Your lodging reimbursement will be limited to the negotiated rate of the 80 and your taxes will be prorated based on that limitation.



Metro Area

Lodging

- Integrated Lodging Program Sites
- DoD Lodging
- Public/Private Venture Lodging
- DoD Preferred Commercial Lodging
- Become a DoD Preferred Host
- Other Commercial Lodging
- Frequently Asked Questions

DoD Preferred lodging facilities are select commercial hotels located at installations that have been vetted to meet strict quality, safety, and security requirements. DoD Preferred properties offer rates below per diem, as well as additional traveler protections (no fee for cancellations before 1pm, etc.) and convenience (free internet, free parking, etc.) at no additional cost.


Policy

The [Joint Travel Regulation \(JTR\)](#) requires DoD travelers on temporary duty (TDY) to use [Integrated Lodging Program \(ILP\)](#) or surrounding metro areas to book DoD Preferred commercial lodging before other commercial lodging options.

If DoD Preferred commercial lodging is not available, the [Joint Travel Regulation \(JTR\)](#) states that travelers should give first consideration to Government lodging programs such as [Exhorts](#), when available.


2023 Locations

Browse or search the list. Download the complete list: [2023 DoD Preferred Metro Areas \(PDF, 17 pages\)](#). List is not alphabetically. You may also [Download the complete list: 2023 DoD Preferred Metro Areas \(PDF, 17 pages\)](#).



Metro Area	Metro County	TDY Locations	TDY State
Fredericksburg			
FREDERICKSBURG	FREDERICKSBURG (CITY)	FREDERICKSBURG	VA
FREDERICKSBURG	FREDERICKSBURG (CITY)	FREDERICKSBURG (CITY)	VA
FREDERICKSBURG	SPOTSYLVANIA COUNTY	FIVE MILE FORK	VA
FREDERICKSBURG	SPOTSYLVANIA COUNTY	SPOTSYLVANIA	VA
FREDERICKSBURG	SPOTSYLVANIA COUNTY	SPOTSYLVANIA COUNTY	VA
Quantico (Nearby military installation: Marine Corps Base Quantico)			
MARINE CORPS BASE QUANTICO	PRINCE WILLIAM COUNTY	BRENTSVILLE	VA
MARINE CORPS BASE QUANTICO	PRINCE WILLIAM COUNTY	DALE CITY	VA
MARINE CORPS BASE QUANTICO	PRINCE WILLIAM COUNTY	DUMFRIES	VA
MARINE CORPS BASE QUANTICO	PRINCE WILLIAM COUNTY	GAINESVILLE	VA
MARINE CORPS BASE QUANTICO	PRINCE WILLIAM COUNTY	HAYMARKET	VA
MARINE CORPS BASE QUANTICO	PRINCE WILLIAM COUNTY	HOADLY	VA
MARINE CORPS BASE QUANTICO	PRINCE WILLIAM COUNTY	NOKESVILLE	VA
MARINE CORPS BASE QUANTICO	PRINCE WILLIAM COUNTY	OCCOQUAN	VA
MARINE CORPS BASE QUANTICO	PRINCE WILLIAM COUNTY	PRINCE WILLIAM COUNTY	VA
MARINE CORPS BASE QUANTICO	PRINCE WILLIAM COUNTY	QUANTICO	VA
MARINE CORPS BASE QUANTICO	PRINCE WILLIAM COUNTY	QUANTICO MC COMBAT DEV CMD	VA
MARINE CORPS BASE QUANTICO	PRINCE WILLIAM COUNTY	TRIANGLE	VA
MARINE CORPS BASE QUANTICO	PRINCE WILLIAM COUNTY	WOODBIDGE	VA
MARINE CORPS BASE QUANTICO	STAFFORD COUNTY	FALMOUTH	VA
MARINE CORPS BASE QUANTICO	STAFFORD COUNTY	STAFFORD	VA
MARINE CORPS BASE QUANTICO	STAFFORD COUNTY	STAFFORD COUNTY	VA

A complete list of all Metro areas is available on the ILP pages. You can do a quick CTRL F to find the exact metro area in question on the PDF that is available to download. There are metro areas that are not associated with U.S. Installations, for instance Fredericksburg is not part of the Quantico metro area shown on the screen, instead Fredericksburg is a separate metro area found on the metro locations list. That metro area includes Fredericksburg and the other localities listed. If you are not going TDY to a Military base, do not assume you can stay anywhere, it could still be in the Metro Area for DoD preferred Lodging. Looking at this list, if the traveler is TDY to Haymarket, VA they must stay at an available DoD Preferred Commercial property in the Quantico Metro area. DTS is already programmed with metro areas included so as long as the TDY location is correct in the DTS itinerary, DTS will automatically show the Quantico Metro area Preferred Commercial Hotels for the traveler or an advisory stating they are not available. This is why it's so important to book in DTS properly, because it prevents you having to go into all these documents and pages to figure it out.



DoD Preferred

Lodging

- Integrated Lodging Program Sites
- DoD Lodging
- Public-Private Venture Lodging
- DoD Preferred Commercial Lodging
- Become a DoD Preferred Hotel
- Other Commercial Lodging
- Frequently Asked Questions

DoD Preferred lodging facilities are select commercial hotels located at installations that have been vetted to meet strict quality, safety, and security requirements. DoD Preferred properties offer rates below per diem, as well as additional traveler preferences (e.g. for cancellations before Apr. 15) and conveniences (free internet, free parking, etc.) at no additional cost.

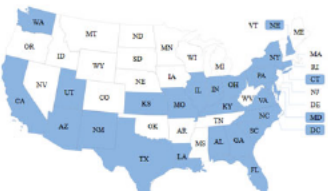
Policy

The [Joint Travel Regulations \(JTR\)](#) require DoD travelers on temporary duty (TDY) to use [approved lodging](#) (301.11.1) or surrounding metro area to book DoD Preferred commercial lodging before other commercial lodging options.

If DoD Preferred commercial lodging is not available, the [Federal Travel Regulation \(301.11.1\)](#) states that travelers should give first consideration to government lodging programs such as [FedRooms](#), when available.

2023 Locations

Browse or search the list of DoD Preferred properties below. Click a column header to sort alphabetically. You may also download the complete list of [2023 DoD Preferred metro areas \(PDF, 27 KB\)](#).



Browse records in that

Property Name	Street	City	State	ZIP	Nearby Installation/Metro Area	TDY Locations
[REDACTED]	Navy Drive	Arlington	VA	22202	Joint Base Myer-Henderson Hall - Pentagon/Crystal City	
[REDACTED]						
Washington Reagan National Airport	Jefferson Davis Highway	Arlington	VA	22202	Joint Base Myer-Henderson Hall - Pentagon/Crystal City	
[REDACTED]						
Airport/Crystal City	Richmond Highway	Arlington	VA	22202	Joint Base Myer-Henderson Hall - Pentagon/Crystal City	
[REDACTED]						
Rosslyn Key Bridge	North Quinn Street	Arlington	VA	22209	Joint Base Myer-Henderson Hall - Pentagon/Crystal City	

A complete list of DoD Preferred Commercial Lodging providers is located on the DTMO website. You view online by either clicking on the state or searching the list below the map.



Question?

If you have a traveler coming TDY to Fredericksburg, do they have to stay in DoD Preferred Commercial lodging?

Yes or No




14

OK, Question Time....Yes or No. If you have a traveler coming TDY to Fredericksburg, do they have to stay in DoD preferred lodging?

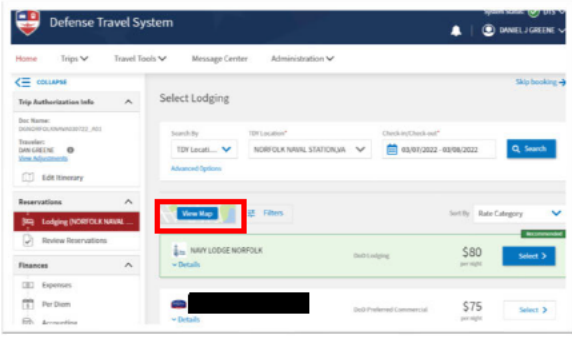
Make sure you type your answer in the Group chat.

PAUSE to make sure everyone is responding

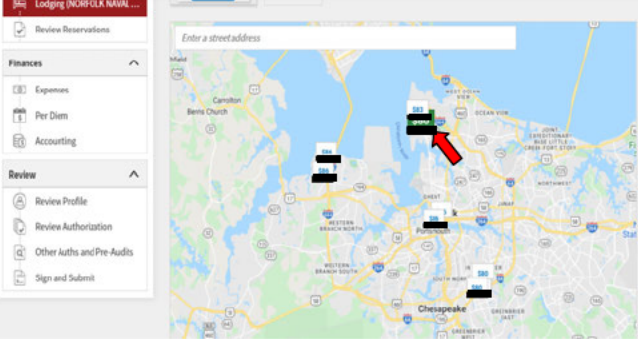
Answer: Yes, since the TDY is to an ILP location that is not an installation, the traveler starts at level 2 which is DoD Preferred Commercial lodging. We will cover the different levels more in-depth next.



DoD Lodging (Level 1)



When DoD Lodging is available and directed, DTS will indicate it on list view with green shading.




Level 1 applies when the travel is to a U.S. Military Installation that is an ILP location.

When a traveler searches for lodging in the DTS reservation module, if DoD lodging is available, it displays in green. They are required to select that lodging facility.

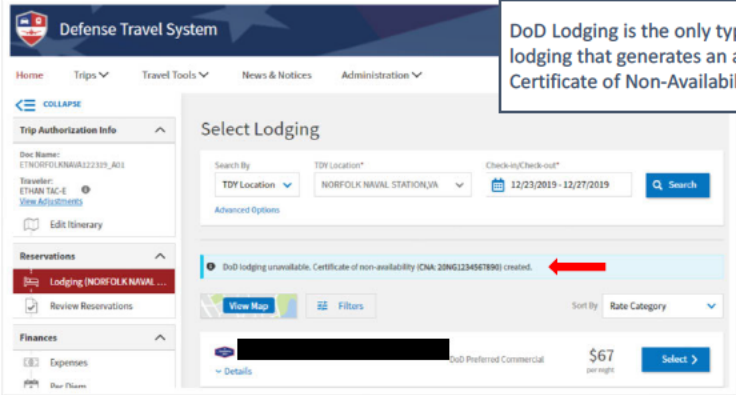
If they choose to decline booking with DoD Lodging, then DTS will automatically limit the lodging reimbursement in the Per Diem screen and will flag a pre-audit in the Other

Authorizations/PreAudit screen which requires an explanation.

The traveler can also choose to view the map by selecting the link at the top of the lodging list. The DoD Lodging option is displayed in green on the right of the screen.



DoD Lodging CNA




DoD Lodging is the only type of lodging that generates an actual Certificate of Non-Availability (CNA).

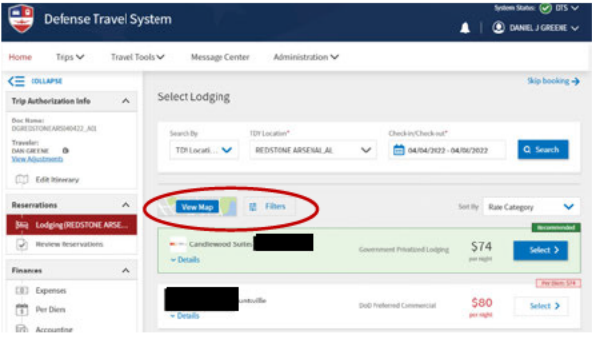
3 ADVISORIES

DOD LODGING NOT AVAILABLE
 A room at the Govt DoD lodging facility is not available for the period 05/24/2021 to 08/27/2021. CNA 21NLI10351 was issued authorizing use of commercial lodging.

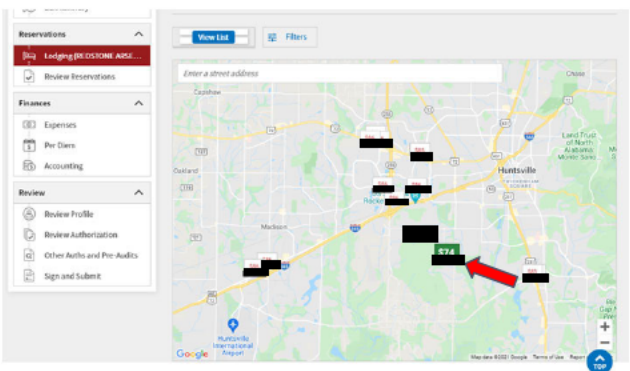
Since Norfolk was selected and DoD was not available, DTS auto-generates a Certificate of Non-Availability on the reservation screen and in the advisories on the pre audit page. If the itinerary is modified, this will clear out the CNA., DTS does not backfill CNA's.




Government Privatized Lodging (Level 1)



When Privatized Lodging is available and directed, DTS will indicate it on list view with green shading.



If the TDY is to an Army installation, the first level might look slightly different. Many Army locations use Privatized Lodging, and that option will be displayed on the reservation page if available. On the map view, it would again be in green. If it's not available, it will not give a CNA number, but will create an advisory at the bottom of the Other Auths and Pre-Audits screen stating Privatized Lodging was not available.



Pre-Audits & Advisories

AVAIL DOD LDG NOT USED
 JEB LITTLE CREEK-FT. STORY,VA: Available Government DoD lodging was not used for 03/15/2022 to 03/15/2023.

Select one or more reason codes

Justification to Approving Official *
 Reservations made by group L.....

AVAIL PRIVATIZED LDG NOT USED
 FT. GORDON,GA: Available Government Privatized Lodging was not used for 01/06/2023 to 03/15/2023.

LS - Military Lodging

Justification to Approving Official *
 CNA is acquired for commercial lodging and CMR

Confirm Selection

The lodging you selected is not a DoD Preferred Commercial facility. Your per diem may be limited and your AO may return this authorization.

Reason Code*

Select one or more reason codes

Justification* 9/2000

➔

Confirm Selection

The lodging you selected is not a DoD Preferred Commercial facility. Your per diem may be limited and your AO may return this authorization.

Reason Code*

Select one or more reason codes

Too far away

Mission requirements

Lower rate available

Personal choice/limited reimbursement

Military Lodging

➔

Confirm Selection

The lodging you selected is not a DoD Preferred Commercial facility. Your per diem may be limited and your AO may return this authorization.

Reason Code*

Personal choice/limited reimbursement


Justification* 29/2000

Staying in lodging outside of

As an RO/AO these are key items when reviewing authorizations and vouchers. When a traveler skips required type of lodging, they will need to input the reason codes and justification. A traveler inputting periods, the word authorized, or similar justifications, are not justifications. The AO's and RO's need to return the authorizations for proper justifications. When looking at pre audits, ask yourself this question..... What would disbursing do??

You need to make sure that any reason chosen fits within the exemptions outlined in the JTR Supplemental, otherwise the traveler will still be limited.

If the AO/RO simply skips those preaudits and hits the approve or review button, they are doing a disservice to the traveler because most likely when the traveler submits the voucher, it will get limited.



DoD Preferred Lodging (Level 2)

Preferred Lodging is directed when neither DoD or Privatized appears first.

The traveler has the option to select any of the DoD Preferred Hotels that appear.

DTS will encourage travelers to select these options by making the button blue with white text.

Home Trips Travel Tools Message Center Administration

Traveler: DAN GREENE
[View Adjustments](#)

[Edit Itinerary](#)

TDY Locati... SEATTLE,WA 04/18/2022 - 04/22/2022 [Search](#)

Reservations

[Lodging \(SEATTLE,WA\)](#)

[Review Reservations](#)

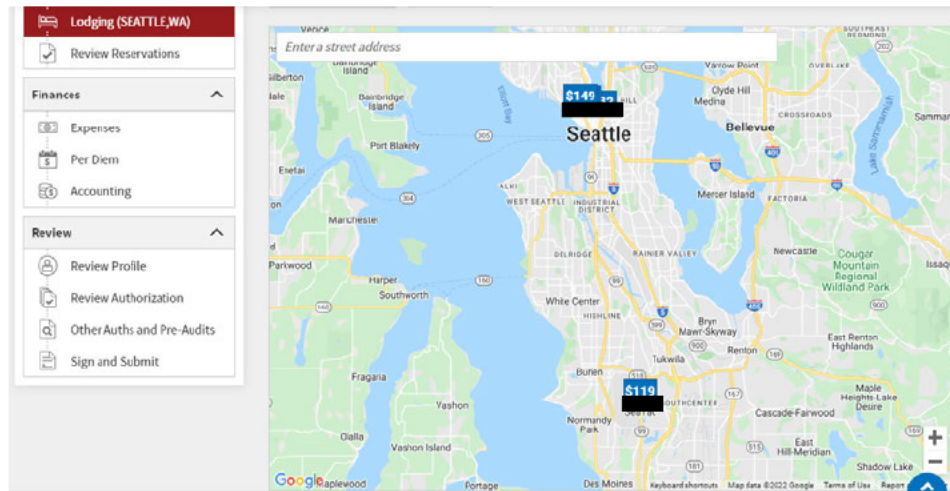
[View Map](#)
[Filters](#)
Sort By Rate Category

<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div>Seattle Airport</div>	DoD Preferred Commercial	\$119 <small>per night</small>	Select >
<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div>Seattle Downtown</div>	DoD Preferred Commercial	\$132 <small>per night</small>	Select >
<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div>Seattle/Downtown</div>	DoD Preferred Commercial	\$136 <small>per night</small>	Select >
<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div>Seattle Downtown</div>	DoD Preferred Commercial	\$149 <small>per night</small>	Select >


If there is no available DoD lodging or Government Privatized Lodging (level 1), the traveler will move on to level 2 and DTS will automatically give them the DoD Preferred Commercial list of lodging. If TDY is not to a U.S. Military Installation but is an ILP site, level 2 is the first option for the traveler, and they may select any of the options on that list. As you can see, each choice on the slide clearly states DoD Preferred commercial. DTS has taken every precaution to alert travelers to select the correct options.



DoD Preferred Lodging Map View



Using the Map option, the DoD Preferred Commercial lodging shows the traveler where the available selections are within the TDY area. This is especially helpful if they are attending a conference or training seminar. We understand everyone wants to stay in the hotel where it's being held, but if it's in an ILP location, they still must follow the regulations. Visit the map view of the area to find a location closest to where the conference or training is being held.



Other Auths and Pre Audits

AVAIL PREFERRED LDG NOT USED

LACKLAND AFB,TX: Available preferred lodging was not used for 03/07/2022 to 03/15/2022.

L4 - Personal choice/limited reimbursement

Justification to Approving Official *

no statement of nonavailability provided by traveler

Confirm Selection

The lodging you selected is not a DoD Preferred Commercial facility. Your per diem may be limited and your AO may return this authorization.

Reason Code*

Select one or more reason codes

Justification* 0/2000

Cancel Confirm Selection

➔

Confirm Selection

The lodging you selected is not a DoD Preferred Commercial facility. Your per diem may be limited and your AO may return this authorization.

Reason Code*

Select one or more reason codes

You far away

Mission requirements

Lower rate available

Personal choice/limited reimbursement

Military Lodging

Cancel Confirm Selection

➔

Confirm Selection

The lodging you selected is not a DoD Preferred Commercial facility. Your per diem may be limited and your AO may return this authorization.

Reason Code*

Personal choice/limited reimbursement

Justification* 25/2000

Staying in lodging outside of

Cancel Confirm Selection

If the traveler chooses to still stay where they want instead of booking an available Preferred Lodging, DTS will automatically populate a pre audit flag for the traveler to input justifications. The RO/ AO will need to determine if the justifications are appropriate. If the traveler's reason does not fit within the allowed exemptions in the JTR, Personal choice/limited reimbursement is the best option. Make sure you're paying close attention to the Pre-Audits because if the traveler skipped both level 1 & 2 there will be a couple sets of Pre-Audits for each level.



Justifications

- 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 and will accept a limited lodging reimbursement
- L5 Military Lodging – You will use military lodging such as barracks
- L6 Lodging with Family or Friends – Self-explanatory
- L7 Conference or Event – You will attend an event that requires the use of specific lodging
- L8 Contract Lodging – A Government organization is paying all lodging costs
- L9 Rental/Leased Housing: You will lease or rent housing at the TDY location
- L10 Not required, in accordance with JTR – JTR does not require use of lodging type
- L11 CTO Lodging assistance requested – You asked the TMC to find appropriate lodging for you (TMC ASSISTANCE)
- L12 Group lodging required – You are traveling in a group that must lodge together

On the slide are the available Lodging Reason Codes in the Pre-Audit screen with a brief description of each. The traveler needs to select the option that best fits the reason they did not choose one of the required lodging options in DTS and then write a justification. The justifications need to coincide with the JTR and the supplements.

Today we just want to touch on the most abused reason codes.


For instance, if a traveler uses L1, the JTR ILP supplement cites a specific distance of 25 or more miles and the use of approved lodging would cause additional local transportation expenses like parking charges.

We see L2 quite a bit, but here is the thing, the traveler writes a justification, but the AO needs to validate and explain how it would affect the mission on the digital signature page of the authorization and the voucher.

L7, we have already addressed this on slide 20. bottom line is no conference or organization can direct lodging for a Marine Corps traveler.

Lastly L12 This is not addressed in the JTR or the supplement and would essentially fall under the mission requirements realm.

Again, to reiterate, the explanation from the AO needs to make sense and be within regulations.



Commercial Lodging (Level 3)

<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div style="font-size: 0.8em;">Commercial (FedRooms) \$251 per night Select ></div>
<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div style="font-size: 0.8em;">Commercial (FedRooms) \$270 per night Select ></div>
<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div style="font-size: 0.8em;">Commercial \$99 per night Select ></div>
<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div style="font-size: 0.8em;">Commercial \$103 per night Select ></div>
<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div style="font-size: 0.8em;">Commercial \$103 per night Select ></div>

Commercial properties will appear after Commercial (FedRooms) properties and will sort by lowest rate first.

A traveler can choose any of these properties within per diem based on their needs.

Reservations

[Lodging \(NEW YORK, NY\)](#)
[Review Reservations](#)

Finances

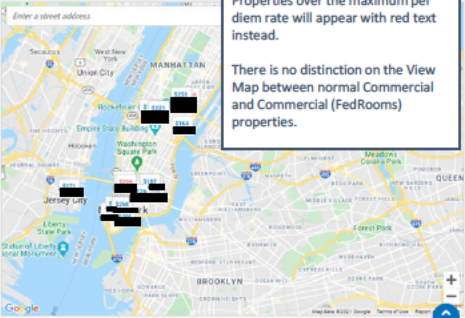
[Expenses](#)
[Per Diem](#)
[Accounting](#)

Review

[Review Profile](#)
[Review Authorizations](#)
[Other Auths and Pre Audits](#)
[Sign and Submit](#)

[View List](#) [Filters](#)

Enter a street address



Properties within the local per diem rate will appear as white boxes with blue text.

Properties over the maximum per diem rate will appear with red text instead.

There is no distinction on the View Map between normal Commercial and Commercial (FedRooms) properties.

Lastly, if there is no DoD lodging, Privatized lodging, or DoD Preferred lodging, DTS will populate available commercial lodging, this is considered level 3. You must ensure if this is the case, the traveler selects lodging at or below the max per diem rate for the area since DTS will display all lodging available even if it's above per diem.



Question?

Civilians are not required to book lodging through DTS.

True or False



24

We have another question....True or False: Civilians are not required to book lodging through DTS. Make sure you type your answer in the Group chat.

PAUSE to make sure everyone is responding

Answer: False – JTR 010201 C.1. states “A DoD traveler must make travel arrangements through an electronic travel system when it is available or through the TMC if it is not available.” Civilians are required to use DTS to book lodging, but unlike military members, are not required to book DoD Lodging outside of DTS.



LODGING ISSUES

- **For complaints with ILP Hotels (DoD, Privatized, Preferred), please have the traveler try to resolve the situation by speaking with the manager on site.**
- **If the problem couldn't be resolved, submit a ticket to the TAC.**
 - We need information about the traveler, document, complaint, and outcome.
- **Keep in mind that regular Commercial properties cannot be removed from DTS.**
 - These are the Commercial properties that are NOT FedRooms.
 - Submit a ticket if you had an issue with a FedRooms property that couldn't be resolved.
- **For complaints of regular Commercial properties:**
 - Please talk to the manager on site first to see if the issue can be resolved.
 - If it cannot be resolved, then the traveler should contact their Approving Official to determine the next actions.
 - The organization should take the necessary actions to prevent booking of that hotel in the future.

It's extremely important that you and your travelers understand how to appropriately address any unexpected issues with the ILP Hotels whether it's DoD, Privatized or Preferred.

First and foremost, ensure your traveler reaches out to the on-site manager to attempt to resolve the issue. If they cannot, advise them to contact the TMC to secure a new ILP lodging reservation. When speaking to CTO, the traveler needs to be very specific in their request. Ensure they ask for the required type of lodging and ensure they know the negotiated rate for that lodging.

Then, of course, they check out of the hotel before the check out time so that they are not charged any additional fees.

ODTA, please ensure you submit a TAC ticket with all information requested on the slide and have the traveler fill out the survey they will receive after travel.

We recently had a traveler come into the office for assistance with his voucher. He was in lodging that he selected without looking at the distance from the duty location. Once he arrived, he changed hotels without contacting the command ODTA or the TMC. Unfortunately, the lodging rate was above the ILP rate and had to pay the difference out of

pocket. There was absolutely nothing we could do to assist.



Snapshot

General Lodging Rules

- Lodging is required to be booked through DTS.
- Always pick the true TDY Location
 - If the TDY location is an installation, select the installation, not the city where the US Installation is located.
- If a traveler does not select the directed type of lodging, DTS will limit the reimbursement to the amount the government would have paid if used.
- DTS does not backfill the Certificate of Non-Availability (CNA).
- If a CNA was obtained, it will remain in the Pre-Audit section if the Itinerary is not changed.
- If you've cancelled a hotel, contact the hotel directly to ensure that a hotel cancellation fee is not charged.
- If DTS returns no lodging results, utilize the search options for "City", "Airport", or "Zip Code" search.
- Complaints can be filed for all types of lodging, but regular commercial properties cannot be removed from DTS.
 - Regular commercial properties refers to commercial lodging that is not Privatized, Preferred, or FedRooms.
- Lodging order is always:
 - DoD Lodging / Privatized Lodging (if available)
 - Preferred Commercial Lodging (if available)
 - Commercial FedRooms Lodging
 - Regular Commercial Lodging

Civilians

- DoD, Privatized, or Preferred Lodging:**
If offered in DTS, you are directed to use.
- All locations with DoD, Privatized, and Preferred are ILP Sites.
- If DoD is not offered in DTS because it's "Traditional", a civilian is not required to use this type of lodging.
 - Check the [Official ILP Site Listing](#) Look-Up to see if a location is "Traditional".

Service Members

- DoD, Privatized, or Preferred Lodging:**
If offered in DTS, you are directed to use.
- A CNA must be received in/out of DTS for DoD Lodging in order to select another type of lodging.
- If DoD is not offered in DTS because it's "Traditional", a civilian is not required to use this type of lodging.
 - Check the [Official ILP Site Listing](#) Look-Up to see if a location is "Traditional".

DoD Lodging – Government Quarters available on US installations. Not available at all locations (Check the [Official ILP Site Listing](#) Look-Up for availability). Always directed if available to select in DTS. If "Traditional", Service Members are required to book outside of DTS, but Civilians are not directed to use. Only type of lodging that generates a CNA.

Privatized Lodging – Commercial lodging on US installation. Not available at all locations (Check the [Official ILP Site Listing](#) Look-Up for availability). Always directed if available.

Preferred Lodging – Contracted commercial lodging. Not available at all locations (check [Preferred Lodging Look-Up Tool](#) and [Metro List](#) for availability). Always directed if available.

Commercial (FedRooms) Lodging – Commercial Lodging that participates in the General Services Administration (GSA) FedRooms program. To obtain these benefits, the FedRooms rate must be selected (not the Government Rate) when making the reservation. Travelers are encouraged, but not required, to book a FedRooms property over a regular commercial lodging property.

Commercial Lodging – Commercial lodging that has rates filed in the Global Distribution System (GDS). Referred to as "regular" commercial lodging. Not monitored for compliance with per diem rates or with DoD safety and security requirements. If the traveler has a complaint about the property, the facility cannot be removed from DTS.

This sheet is a quick snapshot of ILP lodging rules. It's meant to be a quick reminder for you as you process your travelers' authorizations and vouchers.



Take Aways

1. LOCATION

- Where the official duty is being performed; NOT where they sleep

2. ORDER OF LODGING SELECTIONS

- Follow the steps in DTS

3. AO/RO's PRE-AUDITS / OTHER AUTHORIZATIONS

- Read and Return
- Explain on Digital Signature Page
 - Authorization and Voucher

4. KNOW WHAT TO DO WHEN A TRAVELER HAS ISSUES

As you are reading this slide, please remember that everything needs to start on the authorization. Ensure you are doing your due diligence with each authorization and return it to the traveler if they are not following the proper procedures. Remember, If you are a reviewing or approving office, you are doing a disservice to your travelers if you are not properly reviewing the authorizations and vouchers before approving at your level.

Bottom line, if DTS is used properly with the correct TDY location and following the lodging reservation screen instructions, all the pages and documents on here are not needed because the system does all the work for them.

Lastly, If you are interested in having a traveler course provided to your command, please reach out to our office after the class.