Information Paper:

Booking Hotel Rooms at a Conference Rate

Introduction

If you attend a conference and the lodging has a special conference room rate, you can adjust the room rate in the Defense Travel System (DTS). You should adhere to both your organization’s local business rules and the instructions in this paper, but if there are any conflicts, local business rules take precedence.

When you book a hotel room at a conference rate you must contact the hotel directly to obtain the special rate.

Process

Use the below steps to enter the conference room rate into DTS.

1. After completing the trip itinerary and any requests for other reservations, choose Expenses from the main navigation bar.

2. Select Per Diem Entitlements from the subnavigation bar.

3. Select Edit next to the first date to be changed (Figure 1).

4. Complete the Values Apply Through field if changes are for multiple days (Figure 2).
5. Enter the daily conference room rate in the **Lodging** field (Figure 3). Take notice of the maximum allowed lodging rate located above the Lodging field.

6. If the lodging rate for any night is over the maximum per diem for the location, place a check in the **Actual Lodging** box located in Other Per Diem Entitlements (Figure 4). Selecting **Actual Lodging** will require justification on the Pre-Audit Trip screen before you sign the document.
7. Select **Save These Entitlements**.

8. Complete the authorization, and stamp the document **SIGNED** to initiate the routing process.

The Authorizing Official must approve actual lodging before the TDY begins to ensure full reimbursement.

**Note:** There are options to request CTO assistance while booking lodging at the conference room rate. These options are not recommended and should be avoided. Always contact the hotel first before requesting CTO Assistance.