DOD INTEGRATED LODGING PROGRAM PILOT

DoD Integrated Lodging Program Pilot

Overview

In 2015, the Department of Defense launched a pilot of a new Integrated Lodging Program that will require travelers who are TDY to select pilot sites to stay in DoD , privatized or preferred commercial lodging facilities and use the Defense Travel System (DTS) to book their stay. This program ensures that travelers are staying in quality lodging facilities that are close to TDY locations, are protected from certain fees, and are offered amenities at no additional cost, all while staying in rooms that are below per diem.

Resources

- **Official Pilot Site List**
- **2016 Rates**
- **2016 DoD Preferred Commercial Property Listing**
- **Approved DoD and Privatized Lodging List**
- **Integrated Lodging Program Pilot Guide**
- **FAQs for Travelers and Travel Administrators**
- **Fact Sheet**

Policy

The Joint Travel Regulations (JTR), par. 1265, requires travelers who are TDY to pilot sites to stay in Government (DoD), Public-Private Venture (also known as "privatized") or DoD Preferred commercial lodging facilities. Travelers with access to DTS are required to make lodging arrangements in DTS and should contact the Commercial Travel Office to assist with commercial and privatized lodging only when DTS is not available.

- ***Orders list TDY location as military installation at a pilot site:*** Travelers are directed to book DoD lodging, if available. If available and the travelers chooses other accommodations, lodging reimbursement is limited to the amount the government would have paid if used (i.e., the cost of available DoD lodging). If DoD lodging is not available but not used, travelers will be directed to privatized lodging before commercial lodging options.
- ***Orders list TDY location as pilot site city or metropolitan area:*** Travelers are directed to book DoD Preferred commercial lodging. If DoD Preferred commercial lodging is available but not used, lodging reimbursement is limited to the amount the government would have paid if used (i.e., the highest negotiated rate for DoD Preferred commercial lodging).

An authorizing official may authorize exceptions (in advance of travel) based on mission, distance, lower rate, as well as other exceptions outlined in the JTR. DoD civilians are not required to use DoD lodging when TDY to U.S. military installations (at a pilot site) when DoD lodging at that location is not available in DTS. Service members must check government quarters availability.

Defense Travel System

To facilitate policy compliance, DTS displays lodging options in a tabular format that guides travelers to directed lodging before displaying other lodging options. Only those commercial lodging properties listed on the "Commercial—DoD Preferred" tab are part of the program pilot. The system will automatically include a certificate of non-availability number in the authorization if DoD lodging is not available. DTS will limit reimbursement when travelers decline available DoD, privatized, or DoD Preferred commercial lodging when TDY to a pilot site.

At this time, users can book lodging at most Air Force Inns, Navy Gateways Inns and Suites, Navy Lodge, as well as, some Army lodging at foreign locations directly in DTS.

For more information, go to: www.defensetravel.dod.mil/site/lodging.cfm

*Information current as of 3/2016