Integrated Lodging Program Pilot
Fact Sheet for Travelers

I. Fact Sheet

Overview

On June 15, 2015, the Department of Defense launched a pilot of a new Integrated Lodging Program that requires travelers who are TDY to select pilot sites to stay in DoD 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.

Supporting Policy

As of June 15, 2015, the Joint Travel Regulations (JTR), par. 1265, requires travelers who are TDY to select pilot sites to stay in government quarters or preferred commercial lodging facilities. Travelers with access to DTS are required to make lodging arrangements using the reservations module in DTS and should contact the Commercial Travel Office to assist with commercial lodging when DTS is not available.

- **Orders list TDY location as military installation:** If a traveler’s orders list the TDY location as an U.S. installation at a pilot site, the traveler is directed book DoD lodging if available. If available and the traveler chooses other accommodations, lodging cost reimbursement is limited to the amount the government would have paid if used (i.e., the cost of available DoD lodging).

- **Orders list TDY location as pilot site city or metropolitan area:** If a traveler’s orders list the TDY location as a pilot site city or surrounding metropolitan area, the traveler is directed to book preferred commercial lodging if available. If preferred commercial lodging is available but not used, lodging cost reimbursement is limited to the amount the government would have paid if used (i.e., the highest negotiated rate for 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.

- Users may choose other lodging accommodations outside of the program, but if the lodging is more expensive, the lodging reimbursement will be limited to the amount the government would have paid if directed lodging was used.

### Integrated Lodging Program Pilot Sites

- Charleston, SC - Joint Base Charleston
- Dayton, OH - Wright-Patterson Air Force Base
- Norfolk/Virginia Beach, VA – Select area U.S. military installations
- Saratoga Springs, NY - Naval Support Activity Saratoga Springs
- Seattle-Tacoma Airport area, WA
- Tampa, FL - MacDill Air Force Base
- Twentynine Palms, CA - Marine Corps Air Ground Combat Center
This new policy applies to authorizations approved on or after June 15, 2015. If your authorization (for TDY to a pilot site) was not approved before June 15, amend your authorization to book lodging through DTS.

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 (see DTS DoD Lodging Listing). 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, if directed by an Authorizing Official, must check government quarters availability.

**DTS Modifications**

- When creating an authorization for TDY to a pilot site that requires lodging, DTS will automatically route users to the reservation module to book lodging.

- Lodging options will be displayed in a tabular format that that routes travelers to available directed lodging before displaying other lodging options.
  - **Tab 1 - DoD Lodging**: book on-base lodging facilities directly in DTS. Facilities that appear in DTS meet specific quality standards.
  - **Tab 2 - DoD Preferred Commercial**: commercial lodging facilities that meet specific quality, safety and security requirements and have agreed to provide amenities and traveler conveniences at no additional cost, with rates below per diem. This is the only tab that contains commercial facilities that meet DoD’s ILPP standards for safety, security and quality.
  - **Tab 3 – Other Safety-Compliant**: commercial facilities that are not part of the pilot, but meet all Federal Emergency Management Agency (FEMA).
  - **Tab 4 – Other**: Do not meet the criteria for any of the above options.

- To view other lodging options, users must decline available, directed lodging (government or DoD preferred). When declined, the system will limit lodging reimbursement to the amount the government would have paid if used.

**Resources**

- Additional information is available at: [http://www.defensetravel.dod.mil/site/lodging.cfm](http://www.defensetravel.dod.mil/site/lodging.cfm)
- **Frequently Asked Questions for Travelers**
- **DoD Integrated Lodging Program Pilot Guide**
- **L200 – DoD Integrated Lodging Program Pilot distance learning class**: Instructor led, online course that reviews all elements of the Integrated Lodging Program Pilot. To participate, log into TraX and go to the Training section to register for the class.
- If you stayed in DoD preferred commercial lodging, you will receive a customer satisfaction survey after your trip. We encourage you to complete this survey as information provided will help shape the future enhancements to the program. If you would like to submit feedback on DoD lodging (government) facilities, please submit a Travel Assistance Center help ticket (via TraX). We also encourage you to share your feedback or concerns with the management of the DoD lodging facility.