

JFTR REVISIONS

U5720-C4:

3. *****

*4. Should use adequate and available GOV'T QTRS on the U.S. INSTALLATION from which departing and/or to which ordered. This applies to all TLE while in the vicinity of the old PDS before actual departure and while in the vicinity of the new PDS after actual arrival. There is no requirement to use GOV'T QTRS in the vicinity of a designated place (see APP A).

****NOTE: For TLE purposes, when GOV'T QTRS are available and other lodgings are used, lodging reimbursement is limited to the GOV'T QTRS' cost or locality lodging rate, whichever is lower. Per USD(P&R) Memorandum, dated 29 August 1995, DoD travelers are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem. Availability/non-availability must be documented by the member by:***

- 1. Confirmation number provided by the Service's lodging registration process; or***
- 2. The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or***
- 3. Member certification that GOV'T QTRS were not available before departure from the old PDS and/or after arrival at the new PDS including the date the reservations were attempted to be made, and the phone number and name of the GOV'T QTRS PoC(s).***