



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

Amended to insert the wording "preferred commercial" preceding the word "lodging" in JTR, par. 1265-D2 inadvertently omitted prior to publishing.

PDTATAC/vap

18 June 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 119-13(R)/CAP 119-13(R) -- DoD Integrated Lodging Program Pilot (ILPP) and MAP 009-15/CAP 009-15 -- Mandatory Government Quarters Use Added to Lodging Pilot

1. **SYNOPSIS:** Authorizes an Integrated Lodging Program Pilot (ILPP) for DoD until 31 December 2019. This program allows DoD to require use of either Government Quarters or selected commercial lodging for both civilian employees or Uniformed Service members at the pilot locations.
2. The Committee Chair has approved the attached changes to the Joint Travel Regulations, made in MAP/CAP 119-13(R) and 09-15(R).
3. This determination is an advance notice of the changes to the JTR. You are requested to disseminate this determination to the appropriate offices within your Service.
4. These changes are scheduled to appear in JTR, dated 1 July 2015.
5. This determination is *effective for all orders/authorizations issued on or after 15 June 2015 or the date the Integrated Lodging Program Pilot (ILPP) begins at that site, whichever is later.*

//Approved//

TONIA BOCK

Chief, Strategic Planning and Policy Division

Attachment:

Rev 8

Uniformed E-Mail Distribution:

MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) PPC

Civilian E-Mail Distribution:

CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) CBCA Judges

JTR PROPOSED REVISIONS:

TOC, Chapter 1:

- 1260 DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)**
- A. Policy, Payment and Procedural Guidance
 - B. Transfer
 - C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)
 - D. Lease Penalty Expense
- 1265 INTEGRATED LODGING PROGRAM PILOT (ILPP)**
- A. Authority
 - B. Eligibility
 - C. Scope
 - D. Requirements
 - E. Gov't Qtrs Use **Civilian Employees Only**
 - F. Exceptions
 - G. Lodging Reimbursement
 - H. Lodging Reimbursement For Travelers Who Elect Not To Use The ILPP
 - I. CTO Transaction Fees
 - J. Selected ILPP Sites and Rates

1265:

***1265 DOD INTEGRATED LODGING PROGRAM PILOT (ILPP)**

Effective for all orders/authorizations issued on or after 15 June 2015 or the date the Integrated Lodging Program Pilot (ILPP) begins at that site (www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf), whichever is later.

A. Authority. FY 2015 NDAA, sec. 914 allows DoD to conduct a pilot until 31 December 2019 for a lodging program. This program allows DoD to require use of either Government quarters or commercial lodging for both civilian employees or Uniformed Service members. DoD has established the Integrated Lodging Program Pilot (ILPP) to achieve reduced rates, provide better services, enhance the traveler's experience, and provide greater safety and security.

B. Eligibility. All DoD travelers TDY with an overnight stay to one of the selected ILPP sites identified in par. 1265-J. *This Pilot does not apply to USCG, PHS, or NOAA personnel.*

C. Scope

1. DoD will select a limited number of sites based on analysis of lodging spend and pilot objectives.
2. Lodging terms, rates, conditions, and amenities (e.g., free parking, Internet) will be negotiated to best leverage purchasing power.
3. Initial phase of the pilot focuses on short duration, or transient lodging (e.g. less than 30 nights). Other phases may focus on other areas of lodging such as longer duration or extended stay lodging (e.g., 30 or more nights).

4. Lodging accommodations must meet FEMA requirements listed on the U.S. Fire Administration Internet site and DoD safety and security standards and requirements.

D. Requirements

1. Travelers TDY to one of the selected ILPP sites listed in par. 1265-J must, when Gov't Qtrs are not available, use approved lodging accommodations. Approved properties will be listed on the DTMO website at ILP Approved Vendor List (www.defensetravel.dod.mil/Docs/ILP_Preferred_List.pdf).
2. Travelers must book their preferred commercial lodging through DTS or their contracted CTO.

E. Gov't Qtrs Use **Civilian Employees Only**

1. Civilian employees TDY to a U.S. Installation (not nearby) at one of the selected ILPP sites referenced in par. 1265-J, must use adequate (based on DoD and Service standards) Gov't Qtrs when available. See par. 7815 for traveler with a disability/special need. The rules in Ch 2, Part H1 apply to **Uniformed Members**.
2. Employees are required to check Gov't Qtrs availability and annotate non-availability with a confirmation number or date, phone number and name of billeting office contact.
3. Gov't Qtrs are considered not available when:
 - a. TDY is at other than U.S. Installation;
 - b. AO determines that Gov't Qtrs use would adversely affect mission performance. An SES may personally determine Qtrs availability;
 - c. During en route travel periods;
 - d. For any TDY of only 1 night at one location;
 - e. Travel is ICW a PCS and the family accompanies the employee and Gov't Qtrs are not available for the family;
 - f. An employee is TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status; or
 - g. Reservations cannot be booked in DTS (www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf).
4. If adequate Gov't Qtrs are available and employee chooses to use other lodging, reimbursement is limited to the cost of available Gov't Qtrs.

F. Exceptions. The AO may authorize/approve an exception to the required use of a commercial (DoD Preferred) property at an ILPP site when:

1. Gov't Qtrs are available;
2. Lodging is not available at the approved lodging accommodations referenced in par. 1265-J;
3. There is excessive distance between the lodging facility and places of duty and the use of approved lodging would cause additional local transportation expenses;
4. The use of a commercial (DoD Preferred) property at an ILPP site facility adversely affects mission performance; or
5. The traveler can obtain a room rate lower than the ILPP maximum rate referenced in 1265-J.

G. Lodging Reimbursement. A traveler TDY at an ILPP site who books a room and stays at an approved lodging facility is authorized reimbursement for the actual cost of lodging and applicable taxes unless a reduced per diem is authorized on the travel order.

H. Lodging Reimbursement For Travelers Who Elect Not To Use The ILPP. When an ILPP is available but not used by the traveler and the traveler is not exempt from the ILPP IAW par. 1265-F, lodging cost reimbursement is limited to the amount the Gov't would have paid if arrangements had been made directly through the CTO/DTS. Such traveler must be reimbursed actual lodging costs NTE the rate the Gov't would have paid (i.e., the ILPP negotiated rate, plus taxes, unless the traveler is tax exempt at that location for commercial lodging (see par. 1265-J)). The traveler is financially responsible for all other costs associated with other than ILPP site use.

I. CTO Transaction Fees

1. When DTS or an available CTO are not used, the transaction fee for personally procured lodging from other than a CTO may not be reimbursed.
2. When a CTO is not available, the transaction fee incurred for arranging lodging is a Reimbursable Expense (see App G).

J. Selected ILPP Sites, Rates and Start Dates. Posted on the DTMO website at ILP Rates (https://secure.defensetravel.dod.mil/cacdocs/ILP_Rates.pdf) and ILP Start Dates (www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf).

1. Sites include metropolitan area. A listing of zip codes associated with an ILPP metro area is posted on the DTMO website at ILP Pilot Sites (www.defensetravel.dod.mil/Docs/ILP_Sites_List.pdf)
2. Gov't Qtrs requirement only applies when TDY to a U.S. Installation, and not TDY to the surrounding metropolitan area.

The following pages are the same policy preceding this page but showing tracked changes.



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

Amended to insert the wording "preferred commercial" preceding the word "lodging" in JTR, par. 1265-D2 inadvertently omitted prior to publishing.

PDTATAC/vap

18 June 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 119-13(R)/CAP 119-13(R) -- DoD Integrated Lodging Program Pilot (ILPP) and MAP 009-15/CAP 009-15 -- Mandatory Government Quarters Use Added to Lodging Pilot

1. **SYNOPSIS:** Authorizes an Integrated Lodging Program Pilot (ILPP) for DoD until 31 December 2019. This program allows DoD to require use of either Government Quarters or selected commercial lodging for both civilian employees or Uniformed Service members at the pilot locations.
2. The Committee Chair has approved the attached changes to the Joint Travel Regulations, made in MAP/CAP 119-13(R) and 09-15(R).
3. This determination is an advance notice of the changes to the JTR. You are requested to disseminate this determination to the appropriate offices within your Service.
4. These changes are scheduled to appear in JTR, dated 1 July 2015.
5. This determination is *effective for all orders/authorizations issued on or after 15 June 2015 or the date the Integrated Lodging Program Pilot (ILPP) begins at that site, whichever is later.*

//Approved//

TONIA BOCK

Chief, Strategic Planning and Policy Division

Attachment:

Rev 8

Uniformed E-Mail Distribution:

MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) PPC

Civilian E-Mail Distribution:

CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) CBCA Judges

JTR PROPOSED REVISIONS:

TOC, Chapter 1:

1260 DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

- A. Policy, Payment and Procedural Guidance
- B. Transfer
- C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)
- D. Lease Penalty Expense

1265 INTEGRATED LODGING PROGRAM PILOT (ILPP)

- A. Authority
- B. Eligibility
- C. Scope
- D. Requirements
- E. Gov't Qtrs Use **Civilian Employees Only**
- F. Exceptions
- G. Lodging Reimbursement
- H. Lodging Reimbursement For Travelers Who Elect Not To Use The ILPP
- I. CTO Transaction Fees
- J. Selected ILPP Sites and Rates

1265:

*1265 DOD INTEGRATED LODGING PROGRAM PILOT (ILPP)

Effective for all orders/authorizations issued on or after 15 June 2015 or the date the Integrated Lodging Program Pilot (ILPP) begins at that site (www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf), whichever is later.

A. Authority. FY 2015 NDAA, sec. 914 allows DoD to conduct a pilot until 31 December 2019 for a lodging program. This program allows DoD to require use of either Government quarters or commercial lodging for both civilian employees or Uniformed Service members. DoD has established the Integrated Lodging Program Pilot (ILPP) to achieve reduced rates, provide better services, enhance the traveler's experience, and provide greater safety and security.

B. Eligibility. All DoD travelers TDY with an overnight stay to one of the selected ILPP sites identified in par. 1265-J. This Pilot does not apply to USCG, PHS, or NOAA personnel.

C. Scope

1. DoD will select a limited number of sites based on analysis of lodging spend and pilot objectives.
2. Lodging terms, rates, conditions, and amenities (e.g., free parking, Internet) will be negotiated to best leverage purchasing power.
3. Initial phase of the pilot focuses on short duration, or transient lodging (e.g. less than 30 nights). Other phases may focus on other areas of lodging such as longer duration or extended stay lodging (e.g., 30 or more nights).

4. Lodging accommodations must meet FEMA requirements listed on the U.S. Fire Administration Internet site and DoD safety and security standards and requirements.

D. Requirements

1. Travelers TDY to one of the selected ILPP sites listed in par. 1265-J must, when Gov't Qtrs are not available, use approved lodging accommodations. Approved properties will be listed on the DTMO website at [ILP Approved Vendor List \(www.defensetravel.dod.mil/Docs/ILP_Preferred_List.pdf\)](http://www.defensetravel.dod.mil/Docs/ILP_Preferred_List.pdf).

2. Travelers must book their **preferred commercial** lodging through DTS or their contracted CTO.

E. Gov't Qtrs Use **Civilian Employees Only**

1. Civilian employees TDY to a U.S. Installation (not nearby) at one of the selected ILPP sites referenced in par. 1265-J, must use adequate (based on DoD and Service standards) Gov't Qtrs when available. See par. 7815 for traveler with a disability/special need. The rules in ~~Chapter~~Ch 2, Part H1 apply to **Uniformed Members**.

2. Employees are required to check Gov't Qtrs availability and annotate non-availability with a confirmation number or date, phone number and name of billeting office contact.

3. Gov't Qtrs are considered not available when:

a. TDY is at other than U.S. Installation;

b. AO determines that Gov't Qtrs use would adversely affect mission performance. An SES may personally determine Qtrs availability;

c. During en route travel periods;

d. For any TDY of only 1 night at one location;

e. Travel is ICW a PCS and the family accompanies the employee and Gov't Qtrs are not available for the family;

f. An employee is TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status; or

g. Reservations cannot be booked in DTS (www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf).

4. If adequate Gov't Qtrs are available and employee chooses to use other lodging, reimbursement is limited to the cost of available Gov't Qtrs.

F. Exceptions. The AO may authorize/approve an exception to the required use of a commercial (DoD Preferred) property at an ILPP site when:

1. Gov't ~~quarters~~Qtrs are available:-

2. Lodging is not available at the approved lodging accommodations referenced in par. 1265-J:-

3. There is excessive distance between the lodging facility and places of duty and the use of approved lodging would cause additional local transportation expenses:-

4. The use of a commercial (DoD Preferred) property at an ILPP site facility adversely affects mission performance; or:-

5. The traveler can obtain a room rate lower than the ILPP maximum rate referenced in 1265-J.

G. Lodging Reimbursement. A traveler TDY at an ILPP site who books a room and stays at an approved lodging facility is authorized reimbursement for the actual cost of lodging and applicable taxes unless a reduced per diem is authorized on the travel order.;

H. Lodging Reimbursement For Travelers Who Elect Not To Use The ILPP. When an ILPP is available but not used by the traveler and the traveler is not exempt from the ILPP IAW par. 1265-F, lodging cost reimbursement is limited to the amount the Gov't would have paid if arrangements had been made directly through the CTO/DTS. Such traveler must be reimbursed actual lodging costs NTE the rate the Gov't would have paid (i.e., the ILPP negotiated rate, plus taxes, unless the traveler is tax exempt at that location for commercial lodging (sSee par. 1265-J)). The traveler is financially responsible for all other costs associated with other than ILPP site use.

I. CTO Transaction Fees:

1. When DTS or an available CTO are not used, the transaction fee for personally procured lodging from other than a CTO may not be reimbursed.

2. When a CTO is not available, the transaction fee incurred for arranging lodging is a Reimbursable Expense (ssee APPApp G).

J. Selected ILPP Sites, Rates and Start Dates. Posted on the DTMO website at [ILP Rates](https://secure.defensetravel.dod.mil/cacdocs/ILP_Rates.pdf) (https://secure.defensetravel.dod.mil/cacdocs/ILP_Rates.pdf www.defensetravel.dod.mil/Docs/ILP_Rates_List.pdf) and [ILP Start Dates](http://www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf) (www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf).

1. Sites include metropolitan area. A listing of zip codes associated with an ILPP metro area is posted on the DTMO website at [ILP Pilot Sites](http://www.defensetravel.dod.mil/Docs/ILP_Sites_List.pdf) (www.defensetravel.dod.mil/Docs/ILP_Sites_List.pdf)

2. Gov't Qtrs requirement only applies when TDY to a U.S. Installation, and not TDY to the surrounding metropolitan area.