



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/tgh

6 July 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 26-15(E) – Mandatory Use of DTS/CTO  
for Lodging Reservations

1. SYNOPSIS: Requires the use of DTS and/or the CTO to make lodging reservations for DoD travelers. This item was approved by a vote of 7-0 in favor by the MAP and 5-0 in favor by the CAP.
2. These changes are scheduled to appear in the JTR, dated 1 September 2015.
3. This determination is effective when printed in the JTR.

//Approved//

**JOEL RIDENOUR**

*for*

**TONIA BOCK**

Chief, Strategic Planning and Policy Division

Attachment:

Rev 1

**Uniformed E-Mail Distribution:**

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

**Civilian E-Mail Distribution:**

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

## **JTR REVISIONS**

### **1100:**

#### **1100 GENERAL**

At locations at which DoD has fielded DTS, DTS shall be used to process authorizations and vouchers for TDY and vouchers for local travel . The reservations module of DTS works through a DTMO-contracted CTO and should be used to make all commercial lodging and transportation reservations IAW par. 2400, as well as Gov't Qtrs reservations, when that functionality is available in DTS. The Services/Agencies must require that, through DTS, the CTO arrange commercial lodging and transportation IAW applicable laws, Gov't policies, agreements and contracted rates using U.S.-certificated carriers and economy/coach-class accommodations, whenever possible along usually travelled routes. When DTS is not available, or commercial lodging at the TDY location cannot be found in DTS, the CTO may be contacted directly to arrange commercial travel. Non-DoD Uniformed Services may adopt policies similar/identical to these policies for their TMSs.

### **1105-A:**

#### A. General. DTS:

- \*1. Covers individual TDY travel for business, schoolhouse training, personnel traveling together with/without no/limited reimbursement, and certain travel under special circumstances.
- 2. \*\*\*\*\*
- \*3. Can cover deployment travel in accordance with Service/Agency policy.
- \*4. May not be used to reimburse travelers for non-travel related miscellaneous payments or mission expenses.
- \*5. \*\*\*\*\*

### **2400:**

#### A. Policy

- \*1. It is mandatory policy that all DoD civilian employees/Uniformed Service members use an available DTMO-contracted CTO, or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all official commercial lodging and transportation requirements, except when authorized IAW par. 3045.
- \*2 – DoD travelers with access to DTS are required to make commercial transportation and lodging arrangements using DTS. Travelers should only contact a DTMO-contracted CTO directly when DTS is not available or commercial lodging at the TDY location cannot be found in DTS.
- \*3. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO to provide the official travel.
- \*4. Travelers, ordered to execute long-term TDY on a flat rate per diem basis in accordance with JTR, par. 4250, who cannot make long-term lodging arrangements individually should contact the DTMO-contracted CTO to find adequate lodging within the parameters of JTR, par. 4250.

\*5. Reservations made for multiple travelers may be negotiated and booked outside the DTS/CTO (i.e. – Band tours, scheduled training courses where mass reservations are made in advance to facilitate a large number of rooms, etc.).

B. \*\*\*\*\*

#### **4130:**

##### A. General

1. – 3. \*\*\*\*\*

\*4. DoD travelers are required to make commercial lodging arrangements through DTS using the DTS Reservations Module when available. Travelers should only contact a DTMO-contracted CTO directly when DTS is not available or commercial lodging at the TDY location cannot be found in DTS.

\*5. The only exceptions to using DTS or a DTMO-contracted CTO include when lodging is arranged at a lower cost than available through DTS or the CTO, such as lodging in conjunction with a conference, mass training evolutions, unit movements or when arranging lodging on a weekly or monthly basis for long term TDY. If long term lodging arrangements cannot be made by the traveler, the traveler should contact CTO to find adequate lodgings within the parameters of JTR, par. 4250.

\*6. A traveler must adhere to the prudent traveler rule for official travel funded by the Gov't. See par. 2000.

\*7. A lodging availability situation may require a traveler to accept lodging that is more spacious than is needed but a traveler must not purposely accept more spacious lodging to provide lodging for other nonofficial travelers.

\*8. Ordinarily, lodging expense is based on the single room rate for the lodging used. See par. 4130-F for multiple occupancy.

B. \*\*\*\*\*

#### **APP O:**

#### **T4025:**

##### A. CTO Use

###### \*1. Mandatory Policy

\*a. It is mandatory DoD policy that all Uniformed Service members and DoD civilian travelers use DTS using the DTS Reservations Module for all official commercial transportation and lodging requirements. When DTS is not available or commercial lodging at the TDY location cannot be found in DTS, an available DTMO-contracted CTO or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) must be used ([CBCA 2956-TRAV, 31 January 2013](#)). The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO or GSA-contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach tickets purchased at Gov't expense without prior proper authority (see pars. 2400, 3500, 3600, and 3650 for exceptions).

b. \*\*\*\*\*

2. \*\*\*\*\*

3. \*\*\*\*\*

## B. Requirements

\*1. When making travel arrangements, the traveler should use the following in priority order:

\*a. DTS. Travelers will use the Reservations Module to make commercial lodging and transportation arrangements.

\*b. Services available at a DTMO-contracted CTO (or GSA-contracted TMC in the absence of a DTMO-contracted CTO), or

\*c. In-house travel offices.

\*Note: Travelers, ordered to execute long term TDY on a flat rate per diem basis in accordance with JTR, par. 4250, who cannot make long term lodging arrangements individually should contact the CTO to find adequate lodgings within the parameters of JTR, par. 4250.

2. All travel arrangements must be made IAW:

a. [DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007](#); and

b. Service issuances.

C. \*\*\*\*\*

## D. Transportation Reimbursement

\*1. CTO Available. When a CTO is available, but not used by the traveler, reimbursement for the transportation and/or lodging cost is limited to the amount the Gov't would have paid if the arrangements had been made directly through a CTO ([CBCA 2956-TRAV, 31 January 2013](#)).

2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY CONSTRUCTED AIRFARE (App A) that meets mission requirements. ***NOTE: CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again.***

***\*NOTE: The cost paid by the Gov't for Gov't/Gov't procured transportation and/or lodging, in house or CTO transportation, frequently includes a transaction fee for arranging the transportation and/or lodging. A CTO transaction fee incurred by a member/employee is reimbursable under App G. When an available CTO is not used and no transaction fee is included in the Gov't/Gov't procured transportation and/or lodging, the transaction fee for personally procured transportation and/or lodging from other than a CTO may be reimbursed NTE the Gov't/Gov't procured transportation cost.***

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



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## JTR REVISIONS

### 1100:

#### **1100 GENERAL**

At locations at which DoD has fielded DTS, ~~most DTS shall be used to process TDY authorizations and vouchers for TDY and vouchers for local travel~~ ~~vouchers are paid using DTS.~~ The reservations module of DTS works through a DTMO-contracted CTO and should be used to make all commercial lodging and transportation reservations IAW par. 2400, as well as Gov't Qtrs reservations, when that functionality is available in DTS. The Services/Agencies must require that, through DTS, the CTO arrange commercial lodging and transportation IAW applicable laws, Gov't policies, agreements and contracted rates using U.S.-certificated carriers and economy/coach-class accommodations, whenever possible along usually travelled routes. When DTS is not available, or commercial lodging at the TDY location is can-not listed be found in DTS, the CTO may be contacted directly to arrange commercial travel. Non-DoD Uniformed Services may adopt policies similar/identical to these policies for their TMSs.

### 1105-A:

#### A. General. DTS:

\*1. Covers individual TDY travel for business, ~~travel for~~ schoolhouse training, ~~deployment, or~~ personnel traveling together with/without no/limited reimbursement, and certain travel under special circumstances.

2. \*\*\*\*\*

\*3. Can cover deployment travel in accordance with Service/Agency policy.

\*4. May not be used to reimburse travelers for non-travel related miscellaneous payments or mission expenses.

\*53. \*\*\*\*\*

### 2400:

#### A. Policy

\*1. It is mandatory policy that all DoD civilian employees/Uniformed Service members use an available ~~DTMO-DTMO~~-contracted CTO, or a ~~GSA-GSA~~-contracted TMC (when a ~~DTMO-DTMO~~-contracted CTO is not available) for all official commercial lodging and transportation ~~and lodging~~ requirements, except when authorized IAW par. 3045.

\*2 – DoD travelers with access to DTS are required to make commercial transportation and lodging arrangements using DTS. Travelers should only contact a DTMO-contracted CTO directly when DTS is not available or commercial lodging at the TDY location is can-not listed be found in DTS.

\*32. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available ~~DTMO-DTMO~~-contracted CTO to provide the official travel. ~~DoD travelers contact DTMO.~~

\*4. Travelers, ordered to execute long-term TDY on a flat rate per diem basis in accordance with JTR, par. 4250, who cannot make long-term lodging arrangements individually should contact the DTMO-contracted CTO to find adequate lodging within the parameters of JTR, par. 4250.

\*5. Reservations made for multiple travelers may be negotiated and booked outside the DTS/CTO (i.e. – Band tours, scheduled training courses where mass reservations are made in advance to facilitate a large number of rooms, etc.).

B. \*\*\*\*\*

#### **4130:**

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\*4. DoD travelers are required to make commercial lodging arrangements through DTS using the DTS Reservations Module when available. Travelers should only contact a DTMO-contracted CTO directly when DTS is not available or commercial lodging at the TDY location is can-not listed be found in DTS.

\*5. The only eExceptions to using DTS or a DTMO-contracted CTO include when lodging is arranged at a lower cost than available through DTS or the CTO, such as lodging in conjunction with a conference, mass training evolutions, unit movements or when arranging lodging on a weekly or monthly basis for long term TDY. If long term lodging arrangements cannot be made by the traveler, the traveler should contact CTO to find adequate lodgings within the parameters of JTR, par. 4250.

\*64. A traveler must adhere to the prudent traveler rule for official travel funded by the Gov't. See par. 2000.

\*75. A lodging availability situation may require a traveler to accept lodging that is more spacious than is needed but a traveler must not purposely accept more spacious lodging to provide lodging for other nonofficial travelers.

\*86. Ordinarily, lodging expense is based on the single room rate for the lodging used. See par. 4130-F for multiple occupancy.

B. \*\*\*\*\*

#### **APP O:**

#### **T4025:**

##### A. CTO Use

###### \*1. Mandatory Policy

\*a. It is ~~MANDATORY~~ mandatory DoD policy that all Uniformed Service members and DoD civilian travelers use an available ~~DTMO~~ contracted CTO, or a ~~GSA~~ contracted TMC (when a ~~DTMO~~ contracted CTO is not available) ~~DTS~~ using the DTS Reservations Module for all official commercial transportation and lodging requirements. When DTS is not available or commercial lodging at the TDY location is ~~is~~ cannot be found in DTS, an available DTMO-contracted CTO or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) must be used (CBCA 2956-TRAV, 31 January 2013). The eligible traveler must contact the responsible Agency/Service designated official if there is not an available ~~DTMO~~ contracted CTO ~~or GSA~~ contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach tickets purchased at Gov't expense without prior proper authority (see pars. 2400, 3500, 3600, and 3650 for exceptions).

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a. DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007; and

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\*1. CTO Available. When a CTO is available, but not used by the traveler, reimbursement for the transportation and/or lodging cost is limited to the amount the Gov't would have paid if the arrangements had been made directly through a CTO (CBCA 2956-TRAV, 31 January 2013).

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