



# Information Paper:

## Booking Hotel Rooms at a Conference Rate

### Introduction

If your TDY is to attend a conference and the lodging has a special conference room rate that isn't available online, you can book your room outside the Defense Travel System (DTS) and enter the room rate in the system. You should adhere to both your organization's local business rules and these instructions, but if there are any conflicts, your local business rules take precedence. When you book a hotel room at a conference rate you must contact the hotel directly or go to the conference website to obtain the conference room rate.

**Note:** This info paper is for travelers, document preparers, NDEA, AOs, and DTAs.

For more information on authorizations, see [DTS Guide 2: Authorizations](#).

### Getting Started

In DTS, the process begins with creating the authorization and completing your trip itinerary (e.g., TDY location, dates). From the **Progress Bar**, select **Reservations**. If your TDY is over 24 hours, DTS assumes you will need lodging. After you select all other reservations, DTS automatically opens the **Select Lodging** screen (Figure 1) in the **Reservations** module.

### Reservations

Follow the steps below to enter the conference room rate into DTS.

1. On the **Select Lodging** screen, select **Skip booking** in the top, right corner (Figure 1).

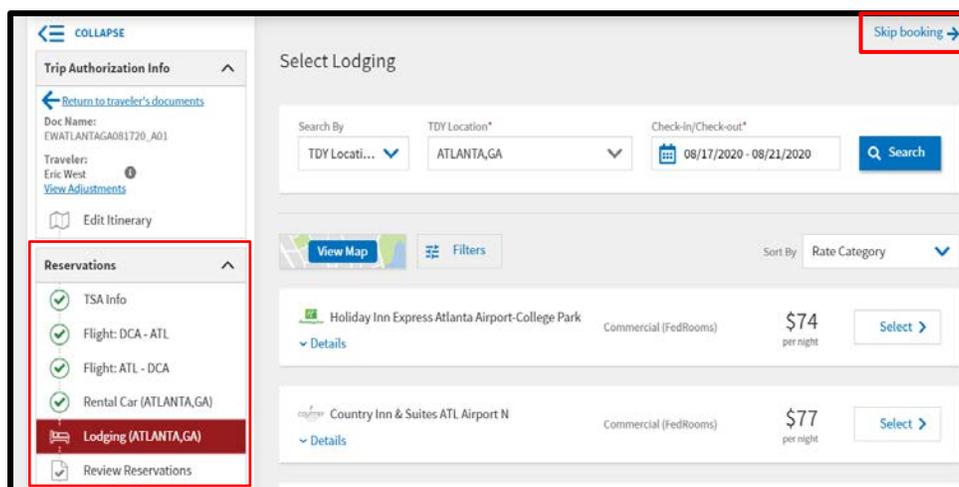


Figure 1: Select Lodging Screen (Top)



## Reservations

- The **Review Reservation Selections** screen opens. Review your reservations (e.g., airfare, rental car). Select **Continue to Expenses** at the bottom of the page or from the **Progress Bar** select **Expenses** (Figure 2). **Note:** Documents containing reservations, receive a pop-up warning to sign the trip within 24 hours or the system will cancel all the reservations. Acknowledge the pop-up.

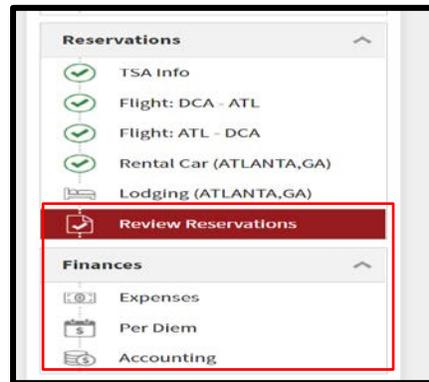


Figure 2: Progress Bar (Expenses)

## Enter Expenses

The **Enter Expenses** screen provides the single access point to **Add** expenses and mileage allowances, displays one list of all reservations and non-reservation expenses, and supports attaching documents and receipts. A lodging entry automatically displays (even without a reservation). Under **Details** (Indicator 1) you can view the calendar reflecting your daily TDY lodging costs (Indicator 2), choose to add **Notes** (Figure 3), and attach records and receipts (Figure 4).

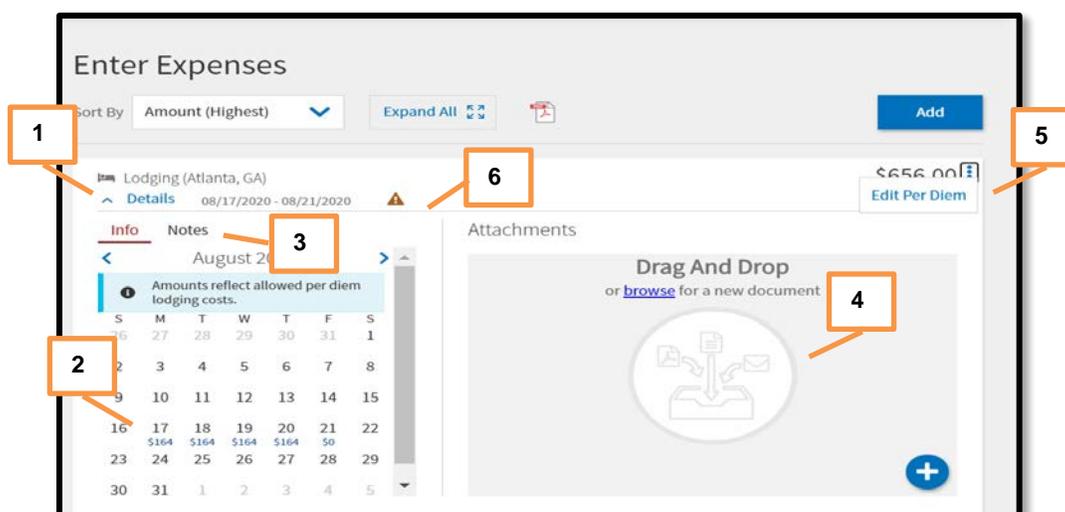


Figure 3: Enter Expenses (Lodging Entry)



**Enter Expenses (continued)**

**Note:** You can attach your offline conference rate reservation information to the lodging entry, under **Attachments** for the AO to review. For the voucher, you can include the actual lodging receipt (Figure 4) to the lodging entry to meet receipt requirements (Figure 3, Indicator 6). **Note:** Per the JTR, all lodging requires a valid receipt.

**Edit Per Diem**

On the **Enter Expenses** screen, to the right of the lodging entry, the **options** (3-dots icon) grants quick access to **Edit Per Diem** (e.g., leave, meals, actual lodging) (Figure 3). Select **Edit Per Diem** or select **Per Diem** from the **Progress Bar**.

1. On the **Review Per Diem Amounts** screen (Figure 4), select the options (3-dot icon) to edit one or more days. **Note:** Another option is to select **Adjust Per Diem Amounts** (top right).

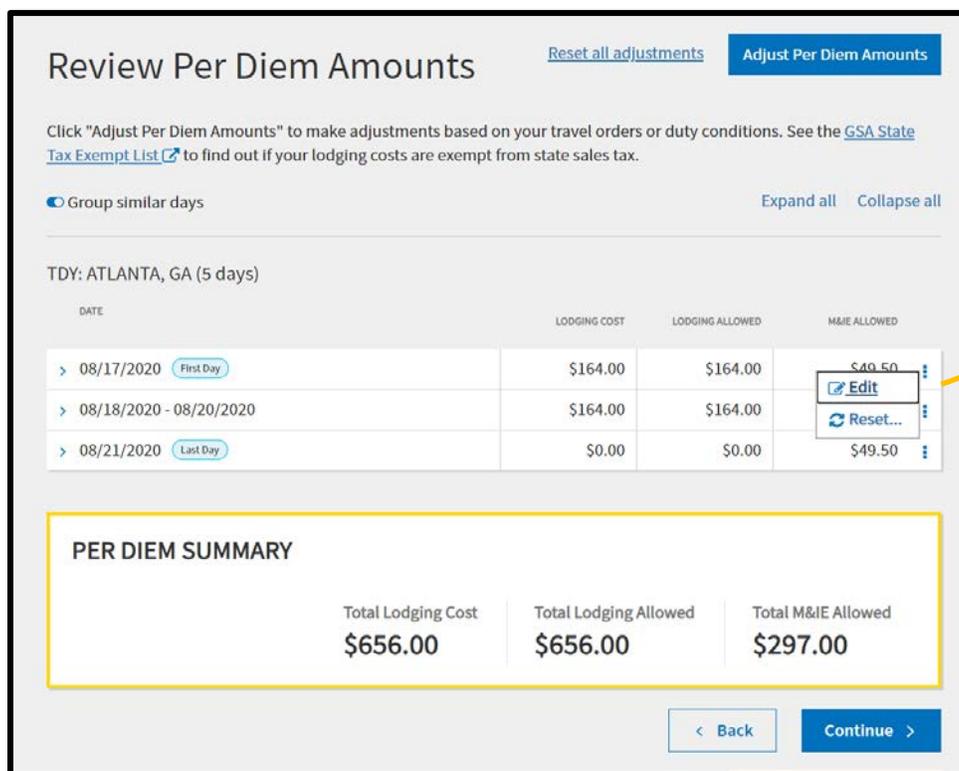


Figure 4: Review per Diem Amounts Screen

2. The **Adjust Per Diem** screen opens (Figure 5).



Edit Per  
Diem  
(continued)

**1**

### Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range \*

08/17/2020 - 08/17/2020

#### Meals

Specify whether any meals are available at your TDY location.

Receive Full Meal Rate

Meals Available at TDY Location

Government Meals Provided at TDY Location

Occasional Meals Required

Special Meal Rate

#### Duty Conditions

Duty conditions affect your lodging and M&IE per diem entitlements.

#### Other Entitlements

Specify whether any other entitlements are available at your TDY location.

Allowed Leave (no per diem)

Sick Leave (no per diem)

Sick Leave

LODGING COST (Locality rate: \$164.00)	M&IE COST (Locality rate: \$66.00)
\$ 164.00 <a href="#">Currency Converter</a>	\$49.50 <a href="#">Currency Converter</a>

[Cancel](#) [Save Adjustments](#)

Figure 5: Adjust Per Diem Amounts Screen

3. Enter the **Adjustment Date Range** (Figure 5, Indicator 1) to identify all days the higher lodging rate applies.
4. Under **Meals** indicate if you should receive the full meal rate (default) or a government meal provided during your TDY.
5. If the conference's lodging rate is over the locality lodging rate, scroll to **Other Entitlements** and check the **Actual Lodging Cost (over per diem)** box (Figure 6, Indicator 1).



## Edit Per Diem (continued)

**Other Entitlements** Hide Options ▾

Specify whether any other entitlements are available at your TDY location.

- Allowed Leave (no per diem)
- Sick Leave (no per diem)
- Sick Leave
- Duty Days (no per diem)
- Non-duty Days (no per diem)
- Authorized Delay
- Actual Lodging Cost (over per diem)  
(Note: Actual lodging costs are limited to: \$624) ⓘ
- OCONUS Incidental Amount (reduced rate) ⓘ

LODGING COST (Locality rate: \$164.00)	M&IE COST (Locality rate: \$66.00)
\$ 175.00 <a href="#">Currency Converter</a>	\$49.50 <a href="#">Currency Converter</a>

[Cancel](#) [Save Adjustments](#)

Figure 6: Adjust Per Diem Amounts Screen (continued)

6. Enter the daily conference room rate in the **Lodging Cost** field (Figure 6, Indicator 2).
7. Select **Save Adjustments** (Figure 6, Indicator 3).
8. On the **Review Trip Authorization** screen, verify all entries projected for the trip. Add a LOA to the document if your organization requires and then proceed to **Other Auths and Pre-Audits** from the **Progress Bar**.

## Other Auths and Pre Audits

Under the *Pre-Audit* section of the **Other Auths and Pre Audit** screen (Figure 7), you must provide justifications for requesting **Actuals Expense** and for not using DTS to book your lodging. In addition, you need to provide a **Reason Code** for **Lodging Not Used**. Review the flagged items, and then select the **Add Justification** or **Reason Code** for your AO to review. Scroll to the bottom of the page and select **Continue**.



Other Auths  
and Pre  
Audits  
(continued)

### Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#)

#### Other Authorizations

[Add Other Authorization](#)

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

No Other Authorizations have been added.

#### Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official. [Constructed Travel Worksheet](#)

##### 2 PRE AUDITS

###### ACTUALS EXPENSE

ACTUAL EXPENSE ALLOWANCE REQUESTED.

Justification to Approving Official \* [Add Justification](#)

###### LODGING NOT USED

ATLANTA,GA: No lodging reservations exist from 08/17/2020 to 08/21/2020.

Reason Codes \* [Add Reason Code](#)

Justification to Approving Official \* [Add Justification](#)

##### 1 ADVISORIES

NO ACCT CODE ASSIGNED  
NO LINE OF ACCOUNTING (LOA) HAS BEEN SELECTED ON THIS DOCUMENT. THIS DOCUMENT CANNOT BE APPROVED UNTIL AT LEAST ONE LOA HAS BEEN SELECTED AND ALL EXPENSES HAVE BEEN ALLOCATED TO AN LOA.

[Back](#) [Continue](#)

Figure 7: Pre-Audit Section

9. On the **Digital Signature** page, stamp the document **SIGNED** to initiate the routing process for AO action.

**Note:** The Authorizing Official must approve actual lodging before the TDY begins to ensure you receive full reimbursement.