



## Travel Tips and Tricks #3: Limiting Reimbursement for Integrated Lodging Program Pilot Sites

November 7, 2019

### Overview:

When choosing a non-Integrated Lodging Program Pilot (ILPP) hotel at an ILPP location due to personal preference you are required to pay the difference by limiting your reimbursement on your request and expense report to the amount the government would have paid for an ILPP property. If the chosen lodging is out of policy, per the JTR your lodging reimbursement will be limited to the allowed rate unless an exemption (as outlined in the JTR) applies. There are times when you may need to stay at a specific hotel that is not in policy; however, it is at your approving official's (AO) discretion. If your selection is for personal preference, you are required to limit your request and expense report to the max rate (what the government would have paid) when selecting an out of policy hotel.

### Noteworthy Information:

- The Integrated Lodging Program Pilot provides government, privatized and DoD Preferred Commercial lodging options. These lodging properties offer rates that are below per diem that helps reduce the cost of travel. They have also been inspected to ensure they meet program standards for Duty of Care (includes safety and security, financial protections, and negotiated amenities).
- There are several reminders in the booking module when your TDY is at an ILPP site.
- Out-of-policy lodging has warning symbols.
- Travel rule triggers out of policy selections and travelers are required to provide a justification reason code (i.e., personal preference). You are required to limit reimbursement for personal preference. Other reasons will be at your AO's discretion.
- Your AO will see your selected lodging as well as the other in policy options that were available and will have the option to disapprove your request to direct to use an option within policy that was available.
- DTM provides a capability to limit your reimbursement on your request and expense report.
- ILPP lodging rates can be found here: [https://secure.defensetravel.dod.mil/cacdocs/ILP\\_Rates.pdf](https://secure.defensetravel.dod.mil/cacdocs/ILP_Rates.pdf)

**Scenario:** I am traveling TDY to Birmingham, AL (ILPP Site) and have selected a non-ILPP property but am willing to pay the difference. What are the steps I should take to ensure my request and expense report are accurate?



## A. Creating a Request with Non-ILPP hotel at an ILPP Location

Although the example is for a non-ILPP Property at an ILPP site (DoD Preferred Rate), the same instructions apply for limiting reimbursement for Privatized and DoD Lodging.

1. **Create your request; select your flight and move on to lodging.** (NOTE: The Hotel Per Diem listed is the GSA rate, not the ILPP rate.)

### Hotel Per Diem Locations

Search for Locations near:

Country (Select a Country to get a list of locations or States)  
United States of America (US)

State/Province ?  
Alabama (AL)

Location  
Birmingham -- Jefferson County

Lodging Rate	Meals Rate	Incidentals Rate
\$ 110	\$ 51	\$ 5

2. **The first reminder is a pop-up window informing you that the reference point (Birmingham, AL) is an ILPP site. The second reminder is just above the map displaying your lodging locations.**

Open the ILPP rates table ([https://secure.defensetravel.dod.mil/cacdocs/ILP\\_Rates.pdf](https://secure.defensetravel.dod.mil/cacdocs/ILP_Rates.pdf)) so you can add the correct rate to your comments when triggering a travel rule.

The screenshot shows the SAP Concur Travel interface. On the left, there is a 'Trip Summary' section with details for a 4-night trip in Birmingham, AL, USA, from Dec 19 to Dec 23, 2019. Below this are filters for 'Change Search', 'Price', 'Display Settings', and 'Property Brand'. The main area shows a map of Birmingham, AL, with a red box highlighting a warning message: 'Most Preferred and Preferred Categories - Integrated Lodging Program location. If you choose lodging that is out of policy at this location, per the JTR your lodging reimbursement will be limited to the allowed ILPP rate. You may confirm the appropriate rate here. When you submit your Expense Report, you will need to adjust the expense. click here for detailed instructions.' Another red box highlights a similar warning message in a pop-up window over the map. At the bottom, there is a 'Lodging Per Diem limit for Birmingham -- Jefferson County: \$110.00' and search filters for 'Name Search', 'Sorted By: DoD Policy', and 'Displaying 39 out of 41 results'.



### 3. Select the lodging you prefer to book.

NOTE: The warning signs are reminder of your TDY at an ILPP Location.

The screenshot shows a list of hotels in Birmingham, AL. A warning dialog box is open, stating: "This option triggers one or more company travel rules. We will notify your manager if you choose to purchase it. You declined lodging at an Integrated Lodging Program Pilot (ILPP) property. Per travel policy, your lodging reimbursement will be limited to the allowed ILPP rate. You may confirm the appropriate rate here https://secure.defensetravel.dod.mil/cacdocs/ILP\_Rates.pdf. When you submit your Expense Report, you will need to add a personal expense line item for the difference between the allowed ILPP rate and the nightly room cost of your preferred lodging. You may also need to adjust any tax amount so that it does not exceed the tax of the allowed lodging amount." The hotels listed include FedRooms Hotel, Holiday Inn Birmingham (5000 Richard Arrington Jr Blvd), and Hampton Inn & Suites (2021 Park Place).

### 4. For this scenario, we are selecting Personal Preference because limiting reimbursement is required for this justification. Select the "Personal Preference" from the drop down when the Travel Rule Trigger window appears. Then finish booking your segments and move onto your request.

NOTE: Since only commercial options are offered at Birmingham, AL, provide the DoD Preferred rate for the ILPP site in the comments as a reminder to you and your AO (AO will review). The AO has the option to decline and direct you to use an option within policy (if it was available).

The dialog box titled "Travel Rule Triggered" lists the following rules:  
- This is an Integrated Lodging Program location. If you do not use the most preferred level of lodging offered, your lodging reimbursement may be limited.  
- The rate available is over the maximum lodging rate. Select a hotel within the per diem rate displayed near the top of this page.  
It asks the user to choose a reason for selecting this travel option. The dropdown menu is open, showing options: "Please Choose a Reason --", "ILPP locations only -- Preferred hotel is too far from my TDY location", "Designated hotel for training, conference, or group", "Personal preference", and "No room available within per diem". The "Personal preference" option is selected. Below the dropdown are "Save" and "Cancel" buttons. At the bottom, it shows the chosen hotel: "Hampton Inns & Suites -- Hampton Inn & Suites Downtown Tutwiler" with a distance of 0.2 miles from the reference point.

### 5. Complete any actions on your request leading up to adding expenses to your request – this is where you will limit your lodging expense to what the government would have paid.



## 6. Select Lodging Allowance Adjustment – Personal Preference under Lodging.

Request 439GP

Request Name: Hotel Reservation at BIRMINGHAM, AL, USA  
Purpose:  Segments  Expenses  Approval Flow  Audit Trail

Attachments | Print / Email | Cancel Request | **Submit Request**

Status: Not Submitted  
Amount: \$520.00

Date	Expense Type	Amount	Requested
12/19/2019	Hotel/Lodging	\$520.00	\$520.00

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- 01. Transportation
  - Airline Fees
  - Commercial Bus Fare
  - Constructed Mileage Expense
  - Government Vehicle Fuel
  - POV Mileage
  - Private Plane - Fees
  - Public Transportation
  - Rental Car Fuel
  - Taxi/Car Service
  - TDY Parking
  - Terminal Parking
  - Train Fare
- 02. Lodging
  - Hotel Parking
  - Hotel Taxes
  - Lodging Allowance Adjustment - **Personal Preference**
  - M and IE Allowance
  - Conference Registration Fee
- 03. Meals
- 04. Fees
- 05. Multi segment trips
- M and IE Allowance - Internm Days
- M and IE Allowance - Travel Day

TOTAL AMOUNT: \$520.00 | TOTAL REQUESTED: \$520.00

## 7. Calculate your limited reimbursement using the rate from ILPP rates table then provide the amount in the transaction amount field as a negative value and select save.

Request 439GP

Request Name: Hotel Reservation at BIRMINGHAM, AL, USA  
Purpose:  Segments  Expenses  Approval Flow  Audit Trail

Attachments | Print / Email | Cancel Request | **Submit Request**

Status: Not Submitted  
Amount: \$520.00

Date	Expense Type	Amount	Requested
12/18/2019	Hotel/Lodging	\$520.00	\$520.00

Expense Type: Lodging Allowance Adjustment - Personal

Transaction Date: 12/23/2019

Reimbursed amount: -174.40 USD

Comment: Hotel/Lodging amount - (ILPP Rate x nights) = different not reimbursable  
520 - (86.40 x 4) = 174.4

TOTAL AMOUNT: \$520.00 | TOTAL REQUESTED: \$520.00

**Save** | Locate | Cancel



# Defense Travel Modernization Prototype



Request 439GP

Attachments Print / Email Cancel Request Submit Request  
Status: Not Submitted  
Amount: \$345.60

Request Name: Hotel Reservation at BIRMINGHAM, AL, USA  
Purpose:

Date	Expense Type	Amount	Requested
12/19/2019	Hotel/Lodging	\$520.00	\$520.00
12/23/2019	Lodging Allowance Adjustment - Personal Preference	\$-174.40	\$-174.40

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Transportation Airline Fees Commercial Bus Fare Constructed Mileage Expense Government Vehicle Fuel POV Mileage Private Plane - Fees Public Transportation Rental Car Fuel Taxi/Car Service TDY Parking Terminal Parking Train Fare	02. Lodging Hotel Parking Hotel Taxes Lodging Allowance Adjustment - Personal Preference 03. Meals M and IE Allowance 04. Fees Conference Registration Fee	05. Meats - Multi segment trips M and IE Allowance - Interim Days M and IE Allowance - Travel Day 06. Meats M and IE Allowance 04. Fees Conference Registration Fee	09. International Related Expenses Foreign Country Entry/Exit Fees/Taxes Foreign Currency Conversion Fees Immunizations/Inoculations International Drivers Permit Fees International Guide Services/Driver International Transaction Fees (Charged on Travel Card) Passport/Visa Fees
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TOTAL AMOUNT \$345.60 TOTAL REQUESTED \$345.60

NOTE: DTM limits your reimbursement based on the difference in ILPP rate and the rate you selected.

8. Ensure you have provided all required information, additional expenses (i.e. M&IE) on your request, and allocated your expenses then submit to your AO!

## B. Limiting Reimbursement on an Expense Report for a non-ILPP property

1. It is time to submit your expense report. Make sure you import your itinerary for your trip, update itinerary rows, review your M&IE, then create expenses.
2. Adjust your hotel/lodging itemizations to calculate your reimbursement based on the ILPP rate.

Test

Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email

Date	Expense Type	Amount	Requested
12/19/2019	Hotel/Lodging Hampton Inn & Suites	\$598.00	\$598.00
12/19/2019	Hotel/Lodging	\$130.00	\$130.00
12/19/2019	Hotel Taxes	\$19.50	\$19.50
12/20/2019	Hotel/Lodging	\$130.00	\$130.00
12/20/2019	Hotel Taxes	\$19.50	\$19.50
12/21/2019	Hotel/Lodging	\$130.00	\$130.00
12/21/2019	Hotel Taxes	\$19.50	\$19.50
12/22/2019	Hotel/Lodging	\$130.00	\$130.00
12/22/2019	Hotel Taxes	\$19.50	\$19.50

TOTAL AMOUNT \$598.00 TOTAL REQUESTED \$598.00

New Expense Available Receipts

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Hotel/Lodging
- Tolls
- Rental Car
- Constructed Mileage Expense
- Airfare

All Expense Types

- 01. Transportation
  - Airfare
  - Airline Fees
  - Airline Fees (Non-Reimbursable)
  - Commercial Bus Fare
  - Constructed Mileage Expense
  - Government Vehicle Fuel
  - Personal Auto Mileage
  - Personal Auto Reduced Rate
  - Private Plane - Fees
  - Public Transportation
  - Rental Car
  - Rental Car Fuel
  - Taxi/Car Service
  - TDY Parking
  - Terminal Parking
  - Tolls
  - Train Fare



3. Calculate the ILPP nightly taxes using the formula below then adjust your itemizations. For each itemization line, you will provide \$86.40 as the nightly rate and \$12.69 as the room tax.

Step 1: 1 night of taxes/(1 night of hotel/Lodging Amount) = Tax Rate	$19.50/130.00 = 0.15$ (15%)
Step 2: ILPP Rate x 0.15 = ILPP Nightly Tax	$86.40 \times 0.15 = 12.69$

NOTE: If there are other tax rates, you will be required to calculate the difference (what the government would have paid). If there are other fees, you may be responsible for the full amount of those fees.

Test Delete Report

[Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#) [Hide Exceptions](#)

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Exceptions x

Expense Type	Date	Amount	Exception
Hotel/Lodging	12/19/2019	\$598.00	The itemization amounts do not add up to the expense amount.

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Expenses [Move](#) [Delete](#) [Copy](#) [View](#)

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	12/19/2019	Hotel/Lodging Hampton Inn & Suites	\$598.00	\$584.38
<input checked="" type="checkbox"/>	12/19/2019	Hotel/Lodging	\$130.00	\$130.00
<input type="checkbox"/>	12/19/2019	Hotel Taxes	\$12.69	\$12.69
<input type="checkbox"/>	12/20/2019	Hotel/Lodging	\$130.00	\$130.00
<input type="checkbox"/>	12/20/2019	Hotel Taxes	\$12.69	\$12.69
<input type="checkbox"/>	12/21/2019	Hotel/Lodging	\$130.00	\$130.00
<input type="checkbox"/>	12/21/2019	Hotel Taxes	\$19.50	\$19.50
<input type="checkbox"/>	12/22/2019	Hotel/Lodging	\$130.00	\$130.00
<input type="checkbox"/>	12/22/2019	Hotel Taxes	\$19.50	\$19.50

TOTAL AMOUNT **\$584.38**      TOTAL REQUESTED **\$584.38**

Itemization Total Amount: \$598.00 | Itemized: \$584.38 | Remaining: \$13.62

Expense Type: <input type="text" value="Hotel/Lodging"/>	Transaction Date: <input type="text" value="12/19/2019"/>	Vendor: <input type="text" value="Hampton Inn &amp; Suites"/>
Payment Type: <input type="text" value="Other Payment Method"/>	Amount: <input style="border: 2px solid red;" type="text" value="86.40"/> <input type="text" value="USD"/>	<input type="checkbox"/> Travel Allowance
<input type="checkbox"/> Personal Expense	Comment: <input type="text" value="test"/>	Request: <input type="text" value="12/22/2019, \$292.00 - ILPP 1"/>



# Defense Travel Modernization Prototype

Test Delete Report **Submit Report**

**+ New Expense** Import Expenses Details ▾ Receipts ▾ Print / Email ▾ Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Hotel/Lodging	12/19/2019	\$598.00	<span style="color: red;">!</span> The itemization amounts do not add up to the expense amount.

Expenses

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input type="checkbox"/>	12/19/2019	Hotel/Lodging Hampton Inn & Suites	\$598.00	\$540.78
<input type="checkbox"/>	12/19/2019	Hotel/Lodging	\$86.40	\$86.40
<input checked="" type="checkbox"/>	12/19/2019	Hotel Taxes	\$12.69	\$12.69
<input type="checkbox"/>	12/20/2019	Hotel/Lodging	\$130.00	\$130.00
<input type="checkbox"/>	12/20/2019	Hotel Taxes	\$12.69	\$12.69
<input type="checkbox"/>	12/21/2019	Hotel/Lodging	\$130.00	\$130.00
<input type="checkbox"/>	12/21/2019	Hotel Taxes	\$19.50	\$19.50
<input type="checkbox"/>	12/22/2019	Hotel/Lodging	\$130.00	\$130.00
<input type="checkbox"/>	12/22/2019	Hotel Taxes	\$19.50	\$19.50

TOTAL AMOUNT **\$540.78** TOTAL REQUESTED **\$540.78**

Itemization

Total Amount: \$598.00 | Itemized: \$540.78 | Remaining: **\$57.22**

Expense Type: Hotel Taxes Transaction Date: 12/19/2019 Vendor: Hampton Inn & Suites

Payment Type: Other Payment Method Amount: 12.69 USD

Personal Expense

Comment:

**Save** Allocate Cancel

4. Add an itemization to your hotel/lodging line to account for the total amount. Click on the expense tab for your top level Hotel/Lodging item then select add itemization in the lower right hand corner.

Test Delete Report **Submit Report**

**+ New Expense** Import Expenses Details ▾ Receipts ▾ Print / Email ▾ Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Hotel/Lodging	12/19/2019	\$598.00	<span style="color: red;">!</span> The itemization amounts do not add up to the expense amount.

Expenses

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	12/19/2019	Hotel/Lodging Hampton Inn & Suites	\$598.00	\$396.36
<input type="checkbox"/>	12/22/2019	Hotel/Lodging	\$86.40	\$86.40
<input type="checkbox"/>	12/22/2019	Hotel Taxes	\$12.69	\$12.69
<input type="checkbox"/>	12/21/2019	Hotel/Lodging	\$86.40	\$86.40
<input type="checkbox"/>	12/21/2019	Hotel Taxes	\$12.69	\$12.69
<input type="checkbox"/>	12/20/2019	Hotel/Lodging	\$86.40	\$86.40
<input type="checkbox"/>	12/20/2019	Hotel Taxes	\$12.69	\$12.69
<input type="checkbox"/>	12/19/2019	Hotel/Lodging	\$86.40	\$86.40
<input type="checkbox"/>	12/19/2019	Hotel Taxes	\$12.69	\$12.69

TOTAL AMOUNT **\$396.36** TOTAL REQUESTED **\$396.36**

Expense **Nightly Lodging Expenses** Available Receipts

Total Amount: \$598.00 | Itemized: \$396.36 | Remaining: **\$201.64**

Expense Type: Hotel/Lodging Transaction Date: 12/19/2019 Vendor: Hampton Inn & Suites

Payment Type: Other Payment Method Amount: 598.00 USD

Comment:

**Save** Add Itemization Attach Receipt Cancel



5. Confirm you want to proceed to adding an additional itemization.

Please Confirm

If you itemize an expense after allocating, the allocations will be lost. Do you want to proceed?

Yes No Cancel

5. Choose the non-reimbursable/personal expense type.

New Itemization Available Receipts

Total Amount: \$525.90 | Itemized: \$194.58 | Remaining: \$331.32

Expense Type  
Choose an expense type

6. Provide the transaction date then the amount of lodging that is not reimbursable (remaining amount) and add any comments you think would be helpful for your AO then click save.

New Itemization Available Receipts

Total Amount: \$598.00 | Itemized: \$396.36 | Remaining: \$201.64

Expense Type  
Non Reimbursable/Personal

Transaction Date  
12/19/2019

Payment Type  
Other Payment Method

Amount  
201.64 USD

Personal Expense

Comment  
Non reimbursable amount for personal preference at ILPP

Save Cancel



7. Note, all expenses are accounted for and you do not have the hard stop anymore! Verify you have everything you need on your expense report; allocate expenses, and then submit to your AO.

Test Delete Report Submit Report

+ New Expense Import Expenses Details ▾ Receipts ▾ Print / Email ▾

Expenses Move ▾ Delete Copy View ▾ <<

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	12/19/2019	Hotel/Lodging Hampton Inn & Suites	\$598.00	\$396.36
<input type="checkbox"/>	12/19/2019	Hotel/Lodging	\$86.40	\$86.40
<input type="checkbox"/>	12/19/2019	Hotel Taxes	\$12.69	\$12.69
<input type="checkbox"/>	12/19/2019	Non Reimbursable/Personal	\$201.64	\$0.00
<input type="checkbox"/>	12/20/2019	Hotel/Lodging	\$86.40	\$86.40
<input type="checkbox"/>	12/20/2019	Hotel Taxes	\$12.69	\$12.69
<input type="checkbox"/>	12/21/2019	Hotel/Lodging	\$86.40	\$86.40
<input type="checkbox"/>	12/21/2019	Hotel Taxes	\$12.69	\$12.69
<input type="checkbox"/>	12/22/2019	Hotel/Lodging	\$86.40	\$86.40
<input type="checkbox"/>	12/22/2019	Hotel Taxes	\$12.69	\$12.69
			<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>
			<b>\$598.00</b>	<b>\$396.36</b>

New Expense Available Receipts

✓ Recently Used Expense Types

- Hotel/Lodging
- Tolls
- Rental Car
- Constructed Mileage Expense
- Airfare

All Expense Types

01. Transportation

- Airfare
- Airline Fees
- Airline Fees (Non-Reimbursable)
- Commercial Bus Fare
- Constructed Mileage Expense
- Government Vehicle Fuel
- Personal Auto Mileage
- Personal Auto Reduced Rate
- Private Plane - Fees
- Public Transportation
- Rental Car
- Rental Car Fuel
- Taxi/Car Service
- TDY Parking
- Terminal Parking
- Tolls
- Train Fare

02. Lodging

- Dual Lodging
- Hotel/Lodging
- Internet/Wifi Fees (For Official Use)
- Laundry (Incidental Expense)