Integrated Lodging Program Pilot Fact Sheet for Travelers

I. Overview

In 2015, the Department of Defense (DoD) launched the Integrated Lodging Program Pilot (ILPP) to provide quality government (DoD), public-private venture (PPV), and DoD Preferred commercial lodging to DoD travelers. This program ensures that travelers are staying in quality lodging facilities that are close to Temporary Duty (TDY/TAD) locations, are protected from certain fees, offered amenities at no additional cost, and are charged room rates that are below per diem.

Supporting Policy

The Joint Travel Regulations (JTR) (par. 020303) requires that travelers who are TDY/TAD to pilot sites (see DefenseTravel.dod.mil/Docs/Official_ILPP_Site_Listing.pdf) stay in Government (DoD), Public-Private Venture (also known as “privatized” and “PPV”), or DoD Preferred commercial lodging facilities. In accordance with DoD Instruction 5154.31 (DefenseTravel.dod.mil/site/dodi5154.cfm), a Travel Management Center (TMC) must be used to arrange all transportation reservations, via Defense Travel System or a TMC directly.

General information about the program

Travelers with access to the Defense Travel System (DTS) or the Defense Travel Modernization prototype (DTM), when applicable, are required to make lodging arrangements through the system and should contact the Travel Management Company to assist only when DTS or DTM are not available. Travelers assigned to organizations using DTM should use the DTM TravelBot to determine whether to use DTM or DTS.

- **Your TDY/TAD location is a military installation at a pilot site**: You will be directed to book DoD or PPV Lodging, if available. If available and you choose other accommodations, your lodging reimbursement is limited to the amount the government would have paid (i.e., the cost of available DoD or PPV Lodging – See DefenseTravel.dod.mil/site/lodging.cfm for current rates listing). If DoD Lodging is not available, you will be directed to available DoD Preferred commercial lodging next, or commercial lodging if no DoD Preferred options are available.

- **Your TDY/TAD location is a pilot site city or metropolitan area**: You will be directed to book DoD Preferred commercial lodging. If DoD Preferred commercial lodging is available but not used, your lodging reimbursement is limited to the amount the government would have paid (i.e., the negotiated rate for DoD Preferred commercial lodging – See DefenseTravel.dod.mil/site/lodging.cfm for current rates listing). If DoD Preferred lodging is not available, commercial lodging options will be provided.

- Your Authorizing Official may approve exceptions (in advance of travel) based on distance, lower rate, as well as other exceptions outlined in the JTR.

- You may choose other lodging accommodations outside of the program, however, the lodging reimbursement will be limited to the amount the government would have paid if directed lodging was used. **You will be responsible for any difference in cost.**

- New Pilot sites can be added during the year. If you are using the travel system you will be directed appropriately. If you have a question about which sites are part of the pilot you can check the Official ILPP Site Listing (DefenseTravel.dod.mil/Docs/Official_ILPP_Site_Listing.pdf).
DoD civilians and Service members are required to use DoD lodging when TDY/TAD to U.S. military installations when DoD lodging at that location is available in DTS. Some DoD Lodging is not available in DTS, and Service members must check government quarters availability for these locations, per the JTR. (Check the Official ILPP Site Listing [DefenseTravel.dod.mil/Docs/Official_ILPP_Site_Listing.pdf](DefenseTravel.dod.mil/Docs/Official_ILPP_Site_Listing.pdf).)

- DoD Lodging in DTS includes Most Air Force Inns, Army Lodging (OCONUS), Navy Gateway Inns, Navy Lodges, and Marine Corps Transient Housing at Twentynine Palms
- Privatized Army Lodging in DTS includes IHG Army Hotels, Candlewood Suites, Holiday Inn Express, and Staybridge Suites

**Booking Lodging in DTS**

- When creating an authorization for TDY/TAD to a pilot site that requires lodging, DTS will automatically route you to the reservation module to book lodging.
- DTS displays available, directed lodging, ranked in the following order. Rate limitations are noted and lodging options are shown in a list format with an available map showing lodging options available:
  - **DoD Lodging**: Government lodging located on or near military installations. These lodging properties that appear in DTS meet specific quality standards. This section only appears when TDY/TAD to a military installation with available DoD Lodging.
  - **Government Privatized Lodging**: Government-approved lodging facilities that are located on or near installations that are operated by a commercial lodging company. This section only appears when TDY/TAD to a military installation with available Privatized Lodging.
  - **DoD Preferred Commercial Lodging**: Commercial lodging properties that are required to meet specific quality, safety and security requirements, and provide amenities and traveler conveniences at no additional cost, with rates below per diem. Hotels in this section are displayed by rate, lowest to highest. The JTR does not require travelers to book the least expensive hotel or the first hotel on the list. Travelers should scroll through the entire list and select a hotel that best meets their needs. This is the only section that contains commercial facilities that meet DoD’s standards for safety, security, and quality. This section only appears when TDY/TAD to a pilot site.
  - **Commercial Lodging**: This section appears at ILPP sites when ILPP lodging is unavailable and at non-ILPP sites. The JTR does not require travelers to book the least expensive hotel, or the first hotel on the list. Rates displayed may be higher than the per diem, however, when circumstances warrant, the Authorizing Official may approve actual expenses following JTR guidance. When lodging displayed in this section is chosen but ILPP lodging was available, the system will limit lodging reimbursement to the amount the government would have paid if used — see [DefenseTravel.dod.mil/site/lodging.cfm](DefenseTravel.dod.mil/site/lodging.cfm) for current rates listing.
    - **FedRooms®**: Commercial Lodging properties that are required to meet specific requirements for GSA’s FedRooms program. These hotels offer rates at or below per diem, same day cancel policy, and free internet access. If directed lodging is declined, or if ILLP lodging, and Fedrooms lodging is not available general commercial lodging displays. This section appears at ILPP sites when ILPP lodging is unavailable and at non-ILPP sites.

When selecting a commercial lodging facility, first consideration should be given to government lodging agreement programs such as FedRooms ([FedRooms.com](FedRooms.com)). See FTR reference §301-11.11: 5 U.S.C. 5707(a).

The advantages of obtaining lodging using the FedRooms program are:

1. Lodging rates are set at or below per diem rates
2. There are no add-on fees
3. The room cancellation deadline is 4:00 p.m. (or later) on the day of arrival
(4) Most hotels offer last standard room availability rates
(5) There are no early departure fees
(6) Rates are available using all booking channels (e.g., E-Gov Travel Service, Travel Management Service, FedRooms website, and hotel reservation call centers)

- **Other Commercial Lodging**: This listing displays other lodging options immediately below FedRooms hotels. These properties may be above per diem, are not monitored by DoD, and are not required to comply with DoD quality, safety, and security requirements.

**Booking Lodging in DTM, if applicable**

- First, you need to use the DTM TravelBot to determine if your trip qualifies for booking in DTM: [DefenseTravel.dod.mil/site/DTMprototype.cfm](http://DefenseTravel.dod.mil/site/DTMprototype.cfm).
- If you are TDY/TAD to an ILPP site and are also required to book in DTM, you must follow a series of steps to identify the correct limitation amount on your request and expense report. These steps are outlined here: [DefenseTravel.dod.mil/Docs/DTM_Tips_Tricks_3.pdf](http://DefenseTravel.dod.mil/Docs/DTM_Tips_Tricks_3.pdf).
- NOTE: At present, DoD Lodging is not bookable in DTM. If you are TDY/TAD to a military installation (other than Army) with DoD Lodging, you will be directed to the Defense Travel System (DTS) and you will not make your booking through DTM.

**Resources**

- Additional information is available at: [DefenseTravel.dod.mil/site/Lodging.cfm](http://DefenseTravel.dod.mil/site/Lodging.cfm)
- [Frequently Asked Questions for Travelers](http://DefenseTravel.dod.mil/site/Lodging.cfm)
- [DoD Integrated Lodging Program Pilot Guide](http://DefenseTravel.dod.mil/site/Lodging.cfm)
- [DoD Preferred Traveler Fact Sheet](http://DefenseTravel.dod.mil/site/Lodging.cfm)
- If you stay in DoD Preferred commercial lodging, you will receive a customer satisfaction questionnaire after voucher completion. Information provided will help shape the future enhancements to the program. To submit feedback on DoD lodging (government) facilities or Privatized lodging, submit a Travel Assistance Center help ticket (via Trax). We also encourage you to share your feedback or concerns with the management of the lodging facility at the time of the stay, if possible, for immediate correction of the concern.