



DEFENSE TRAVEL MANAGEMENT OFFICE

Integrated Lodging Program Pilot Fact Sheet for Travelers

I. Overview

In 2015, the Department of Defense launched a pilot of a new Integrated Lodging Program that directs travelers who are TDY to select pilot sites to stay in Government (DoD), Public-Private Venture, or DoD Preferred commercial lodging facilities. This program ensures that travelers are staying in quality lodging facilities that are close to TDY locations, protected from certain fees, and offer amenities at no additional cost, all while staying in rooms that are below per diem.

Supporting Policy

The Joint Travel Regulations (JTR) (par. 1265) requires travelers who are TDY to select pilot sites (see [Pilot Site Start Dates](#)) to stay in Government (DoD), Public-Private Venture (also known as “privatized”), or DoD Preferred commercial lodging facilities. Travelers with access to DTS are required to make lodging arrangements in DTS and should contact the Commercial Travel Office to assist with commercial and privatized lodging only when DTS is not available.

- **Orders list TDY location as military installation at a pilot site:** You will be directed to book DoD lodging, if available. If available and you choose other accommodations, your lodging reimbursement is limited to the amount the government would have paid if used (i.e., the cost of available DoD lodging – [See ILPP Rates](#)). If DoD lodging is not available, you will be directed to privatized lodging before commercial lodging options.
- **Orders list TDY location as 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 if used (i.e., the median negotiated rate for DoD Preferred commercial lodging – [See ILPP Rates](#)).
- Your Authorizing Official may authorize exceptions (in advance of travel) based on mission, 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.
- This policy applies to authorizations approved on or after the [pilot site start date](#). If your authorization (for TDY to a pilot site) was not approved before the pilot site start date, amend your authorization to rebook lodging.
- You can book lodging at most Air Force Inns, Navy Gateway Inns and Suites, Navy Lodge, as well as, some Army lodging at foreign locations directly in DTS (see [DTS DoD Lodging Listing](#)). DoD civilians are not required to use DoD lodging when TDY to U.S. military installations when DoD lodging (at that location) is not available in DTS. Service members must check government quarters availability, per the JTR.

Booking Lodging in DTS

- When creating an authorization for TDY to a pilot site that requires lodging, DTS will automatically route you to the reservation module to book lodging.
- Lodging options are displayed in a tabular format that routes you to available, directed lodging before displaying other lodging options.

- **Tab 1 – Govt-DoD:** Government lodging located on or near military installations. These lodging properties that appear in DTS meet specific quality standards. This tab is only available when TDY to a military installation.
 - **Tab 2 – Govt-Privatized:** Government-owned lodging facilities that are located on or near installations that are operated by a commercial lodging company.
 - **Tab 3 – Commercial-DoD Preferred:** Commercial lodging properties that are contracted to meet specific quality, safety and security requirements, and provide amenities and traveler conveniences at no additional cost, with rates below per diem. This is the only tab that contains commercial facilities that meet DoD’s standards for safety, security, and quality. This tab will only be available when TDY to a pilot site.
 - **Tab 4 – Commercial- Fire Safety Act Compliant:** Commercial lodging properties that are not part of the Integrated Lodging Program Pilot, but comply with the Fire Safety Act and meet Federal Emergency Management Agency (FEMA) requirements. These properties are not monitored by DoD and are not required to comply with DoD quality, safety, and security requirements. Hotels on this tab are displayed (by default) by lowest rate to highest, but 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 mission needs and is below per diem; however, when circumstances warrant, the Approving Official may approve actual expense following JTR guidance.
 - **Tab 5 – Commercial-Other Published Rates:** Commercial lodging properties that do not meet the criteria for any of the above tabs. These properties are not monitored by DoD and do not have to comply with DoD quality, safety, and security requirements or with FEMA or Fire Safety Act requirements. These properties should only be considered when no other accommodations are available.
- To view other lodging options, users must decline available, directed lodging (DoD, Privatized, or DoD Preferred). When declined, the system will limit lodging reimbursement to the amount the government would have paid if used – [See ILPP Rates](#).

Resources

- Additional information is available at: <http://www.defensetravel.dod.mil/site/lodging.cfm>
- [Frequently Asked Questions for Travelers](#)
- [DoD Integrated Lodging Program Pilot Guide](#)
- If you stayed in DoD Preferred commercial lodging, you will receive a customer satisfaction survey 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.