



# DEFENSE TRAVEL MANAGEMENT OFFICE

*The DoD Center for Travel Excellence*

Dear Lodging Vendor:

Each year the Defense Travel Management Office (DTMO) arranges transportation and offers twenty-four hour assistance for approximately 250,000 military recruits en-route to their basic training stations. While recruit travel is often completed without encountering any issues, there are instances when recruit travel is delayed due to weather, air carrier mechanical troubles, or other unforeseen circumstances. When these delays prevent a recruit from completing his/her travel until the following day, the DTMO turns to lodging vendors to provide the recruit with a place to stay and a hot meal.

There are several lodging vendors that participate in the military recruit lodging program, but the DTMO is interested in expanding the program to include new vendors. If your property is interested in becoming a participating vendor, please complete and sign the attached statement and return it to the DTMO. From that point forward, if a recruit becomes stranded in your vicinity, the DTMO may contact you to lodge recruits at your property.

Participation in the military recruit lodging program is voluntary and carries with it a few unique facets of which you should be aware. Since the recruit does not carry cash or another form of payment, the DTMO will charge any expenses (excluding telephone calls, room service, movies and alcoholic beverages) over the telephone to its Government charge card. The recruit will not be able to verify any of the credit card information, but a DTMO representative will fax or email a Government credit card authorization form for the charges.

By signing the attached statement, you are indicating that your property agrees to the following arrangement:

- a. Agreeing to lodge recruits, many of whom are under the age of 21, upon request.
- b. Waiving any requirements for the recruit(s) to show a credit card.
- c. Accepting DTMO's account number by telephone/fax/e-mail.
- d. Ensuring that your employees are aware of this program and the payment verification procedures.

Your completed agreement form (see below) may be returned to the DTMO, ATTN: Travel and Transportation Team, by fax (571-372-1301) or email (PSRO@dtmo.pentagon.mil). If you would like to obtain additional information, please feel free to contact the DTMO via phone (571-372-1300) or visit the DTMO website at <http://www.defensetravel.dod.mil/>. If you need to contact the DTMO after duty hours about recruit lodging arrangements, call 1-877-5MEPSGO (1-877-563-7746).

Thank you for your interest and support of the military recruit lodging program.

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## Military Recruit Lodging Agreement

We agree to lodge recruits at our property upon DTMO request and will accept verbal citation (or an authorization on official letterhead submitted via fax or email) of the DTMO's Government charge card account number as payment for lodging and meals provided to the recruit travelers

Furthermore, we understand that telephone calls, room service, movies and alcoholic beverages are strictly prohibited from being charged to the DTMO's account, as well as any meal costs in excess of those authorized by the DTMO representative, and will not be paid by the Government.

The name of our property is: \_\_\_\_\_

When the DTMO representative contacts us, we would like him/her to use the following identification code: \_\_\_\_\_

Our telephone number is \_\_\_\_\_

Our fax number is \_\_\_\_\_

Our email address is \_\_\_\_\_

\_\_\_\_\_  
Name and Title of Authorized Representative (Please Print Legibly)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date