# 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 manually in the system. You should adhere to the *JTR* and your organization's local business rules when booking lodging. This information paper provides the steps to manually add daily lodging, lodging taxes (CONUS or non-foreign area OCONUS), comments, and attach a supporting record, but if there are any conflicts, the *JTR* and 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. Contact your Conference Coordinator or Defense Travel Administrator (DTA) for conference requirements.

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

For more information on authorizations, see the *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). Be sure to reflect the proper **Trip Type**, **Trip Purpose**, (Optional) **Description**, and the appropriate radio button under **Conference/Event Name**.

## Reservations

From the **Progress Bar,** select **Reservations**. If your TDY is over 24 hours, DTS assumes you need lodging. After you select all other reservations (based upon your TDY), DTS automatically opens the **Select Lodging** screen (Figure 1) in the **Reservations** module.

Follow the steps below to enter expenses, lodging taxes (CONUS or non-foreign area OCONUS), and the conference room rate into DTS.

1. On the **Select Lodging** screen (Figure 1), select **Skip booking** in the top, right corner. The **Review Reservation Selections** screen (Figure 2) opens.

## Reservations *(continued)*

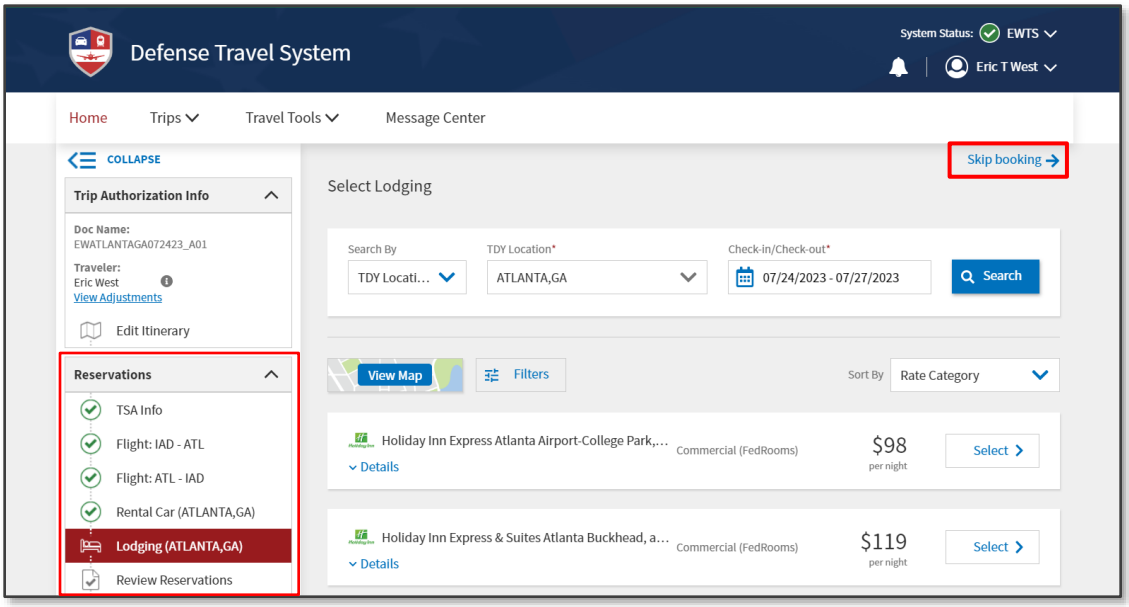


*Figure 1: Select Lodging Screen (Top)*

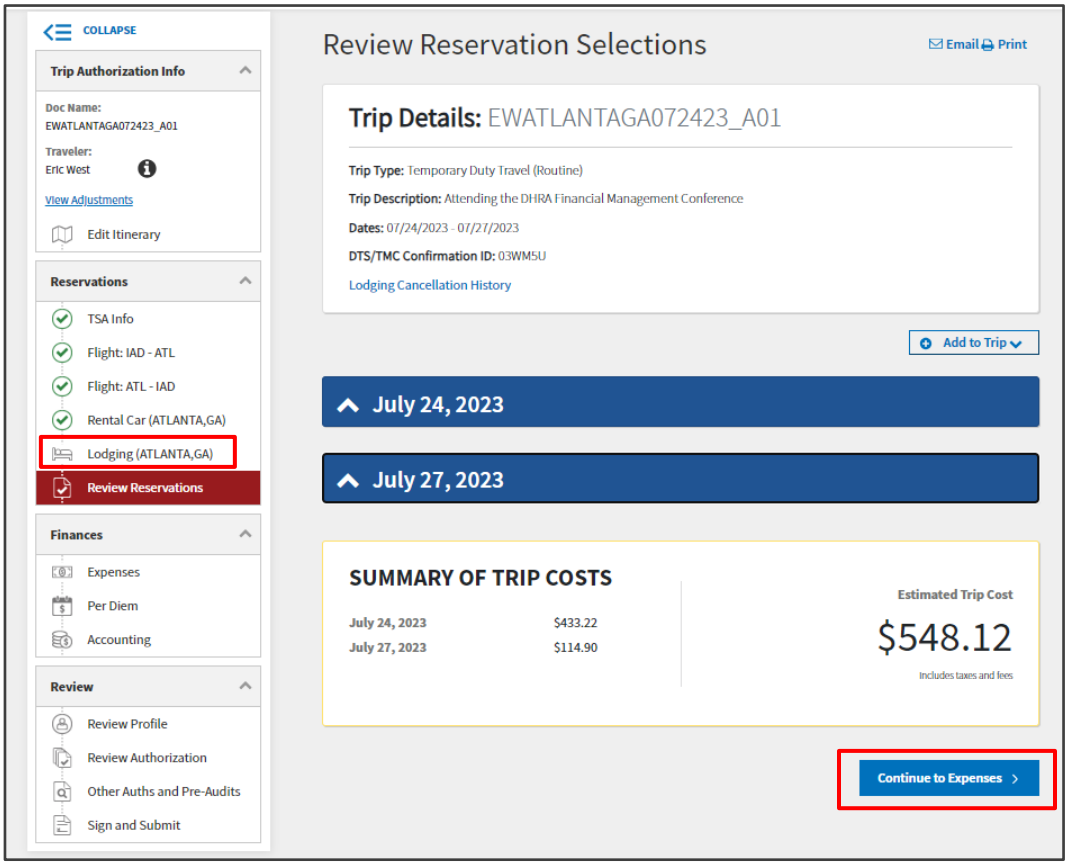


*Figure 2: Review Reservation Selections Screen*

## Reservations *(continued)*

2. Review your selected reservations (e.g., airfare, rental car). **Note**: The **Lodging** item on the **Progress Bar** (Figure 2) does not reflect a green check mark as the lodging reservation will be outside of DTS.
3. 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 (Figure 3). Select **Confirm** to proceed.

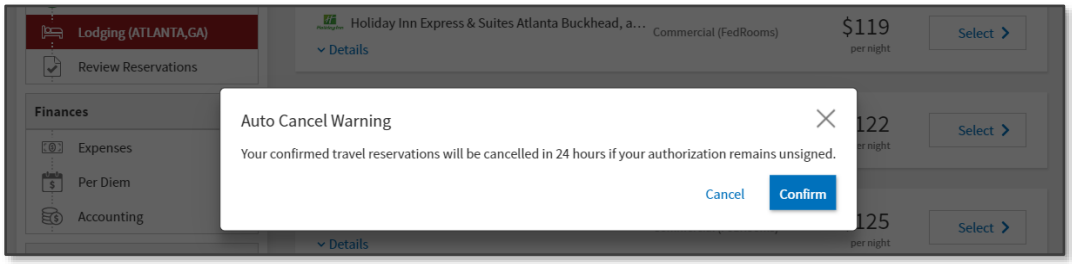


*Figure 3: Auto Cancel Warning Screen*

## Enter Expenses

The **Enter Expenses** screen (Figure 4) provides the single access point to add expenses, mileage allowances, displays one list of all reservations and non-reservation expenses, and supports attaching documents and receipts.

1. Select **Add** to enter estimated expenses (Figure 4) or actuals for a voucher. The **Add New** window opens (Figure 4). Choose the **Select Type** drop down to select the **Expense Category** and then the **Expense** item or attach a record/receipt. Examples can include:
   - Lodging taxes. Add the taxes and if you want **Attach Receipt** (to add lodging tax info)**.** For more on lodging taxes, see the *JTR, Table 2-15. Lodging Reimbursement Rules.*

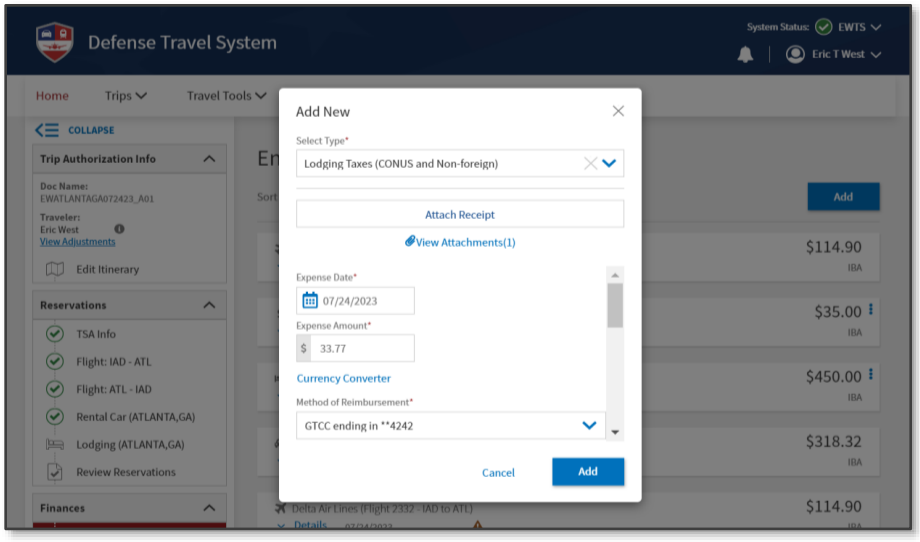


*Figure 4: Expenses - Add New Screen*

## Enter Expenses *(continued)*

- Baggage fees for flights.
- Rental car fuel.

2. Per local policy, attach supporting documents such as a memo for conference attendance, leave form, by selecting **Add**, **Add New**, **Documents**, then choose the appropriate item to attach the record.
3. View the **Lodging** expense entry. It automatically displays (even without a reservation). Select **Details** (Figure 5, Indicator 1) to review the calendar reflecting your daily TDY lodging costs (Figure 5, Indicator 2), choose to add **Notes** (Figure 5, Indicator 3), and browse or drag and drop to attach supporting records/receipts (Figure 5, Indicator 4). **Note**: You can only view the daily **Per Diem** amount from this screen. Lodging cost changes are made in the **Per Diem** table, see *Edit Per Diem* section below.

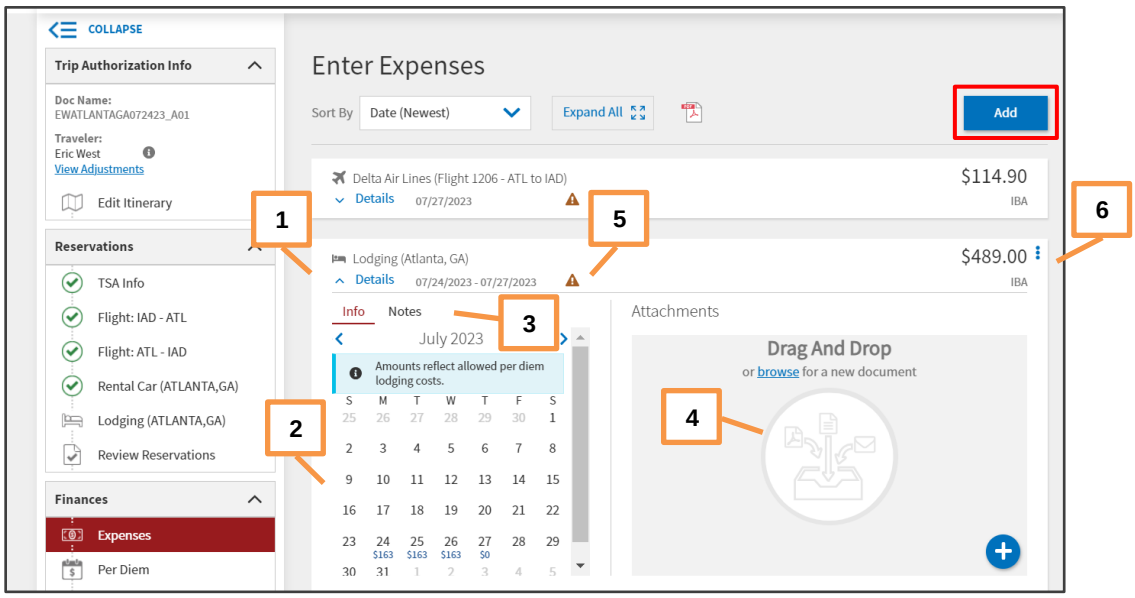


*Figure 5: Enter Expenses (Lodging Entry)*

**Note:** Your AO will need to review your offline conference rate reservation information, so either include it with the lodging entry, under **Attachments** or under **Expenses**, **Add**, **Add New, Documents** based on your local policy. For the voucher, you must include the actual lodging receipt to the lodging entry to meet receipt requirements (Figure 5, Indicator 5). **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) grant quick access to **Edit Per Diem** (e.g., leave, meals, actual lodging), see Figure 5, Indicator 6. To open the **Review Per Diem Amounts** screen (Figure 6), select **Edit Per Diem** or select **Per Diem** from the **Progress Bar**.

1. On the **Review Per Diem Amounts** screen, select the **options** (3-dot icon) to **Edit** (Figure 6, Indicator 1) your per diem on one or more days. **Note:** Another option is to select **Adjust Per**

## Edit Per Diem *(continued)*

**Diem Amounts** (top right; Figure 6, Indicator 2). Either way, the **Adjust Per Diem** screen (Figure 7) opens.

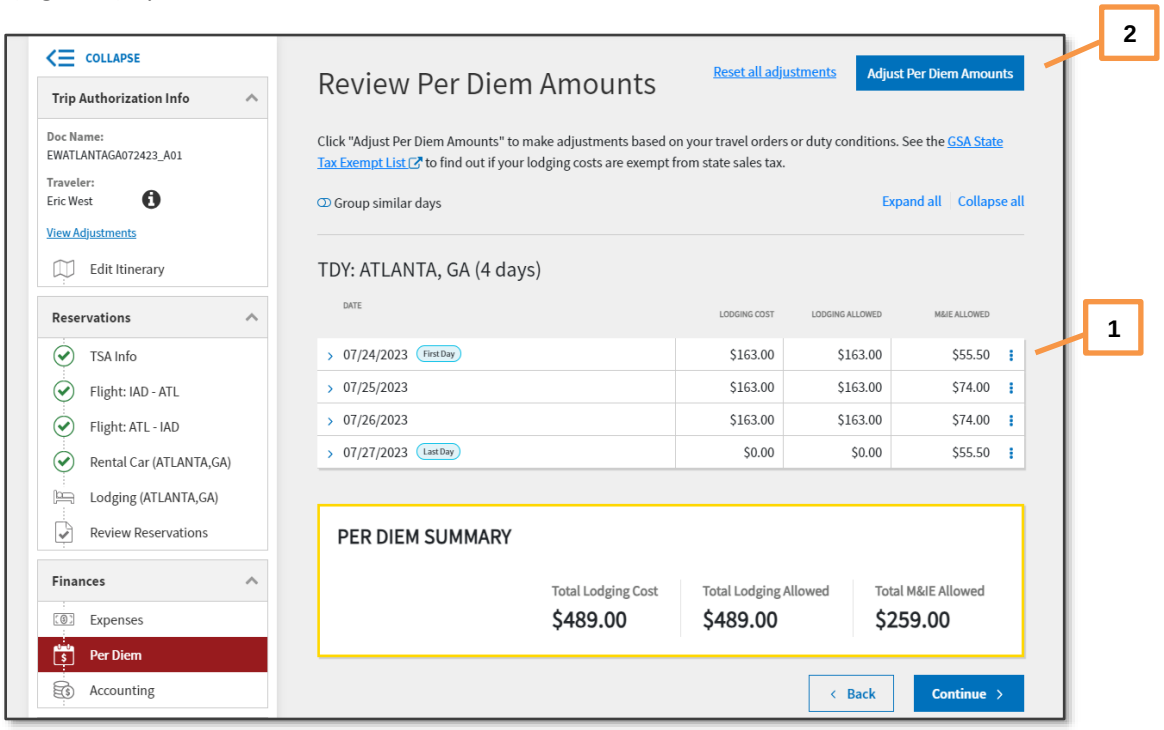


*Figure 6: Review per Diem Amounts Screen*

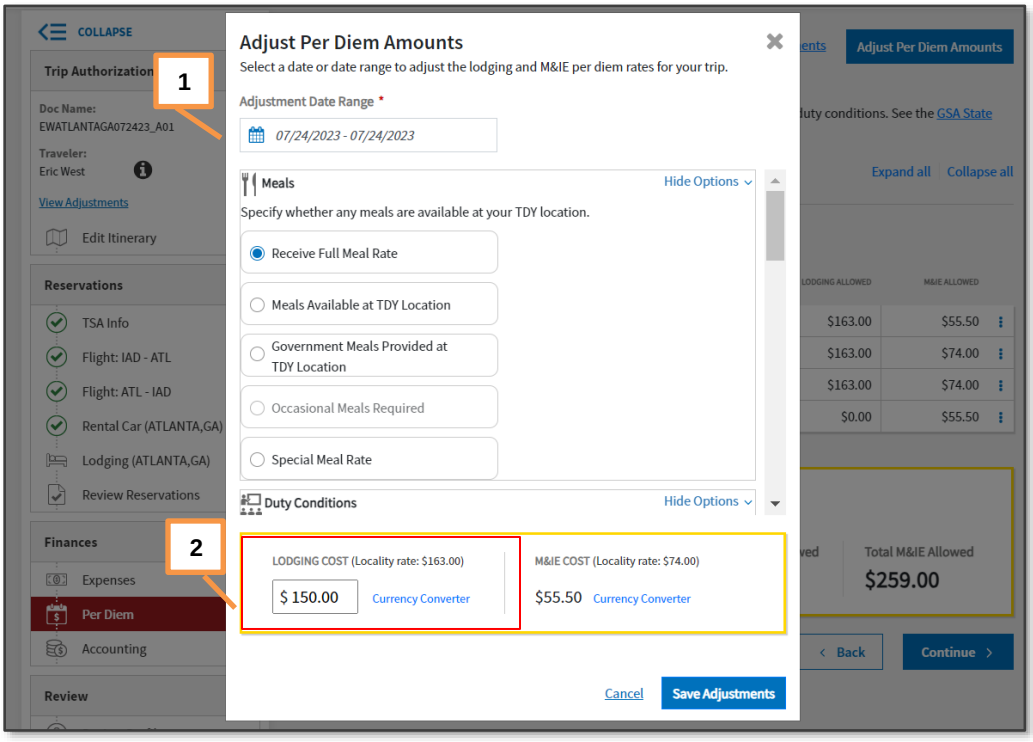


*Figure 7: Adjust Per Diem Amounts Screen*

## Edit Per Diem *(continued)*

2. Enter the **Adjustment Date Range** (Figure 7, Indicator 1) to identify all days reflecting the Lodging Cost. For our example, we used the conference lodging rate of $150.00 which is below the locality rate (Figure 7, Indicator 2).
3. Under **Meals** indicate if you should **Receive Full Meal Rate** (default) or whether there will be **Government Meals Provided at TDY Location** during your trip (for instance, meals cost that were added to the conference fee).
4. If the conference's lodging rate is over the locality lodging rate, scroll to the *Other Entitlements* section.
    a. Check the **Actual Lodging Cost (over per diem)** box (Figure 8, Indicator 1).

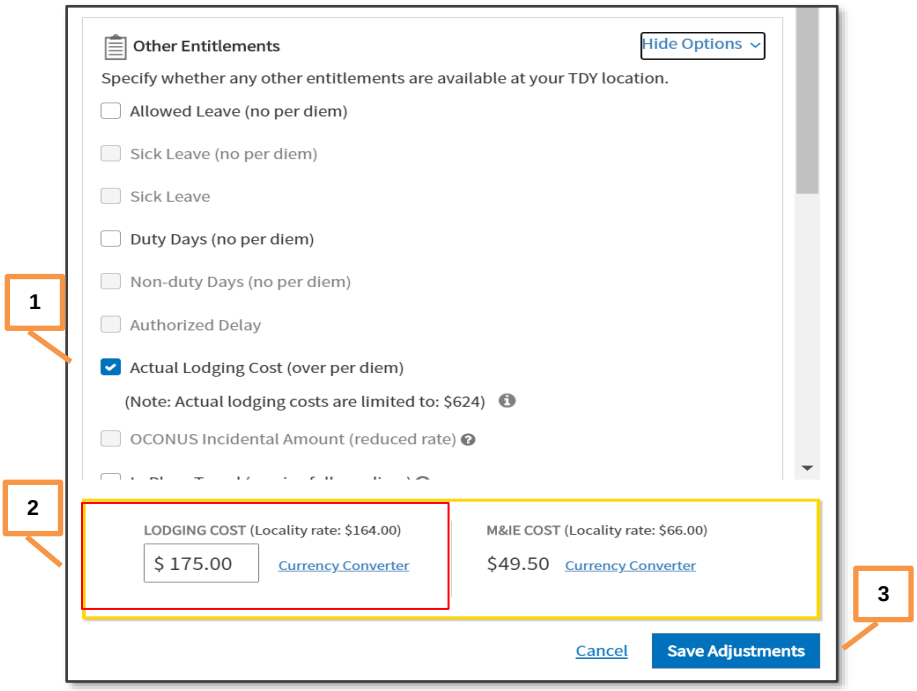


*Figure 8: Adjust Per Diem Amounts Screen (continued)*

    b. Enter the daily conference room rate in the **Lodging Cost** field (Figure 8, Indicator 2).
    c. Select **Save Adjustments** (Figure 8, Indicator 3).
5. When you finish with the **Per Diem** table, select **Continue** to advance.

## Review the Trip

Select **Review <document>** from the **Progress Bar**. On the **Review Trip <document>** screen, verify that all entries projected for authorization or actuals for the voucher are correct. You can add **Comments to the AO** and if you need to make changes, select the *Go to <module>* link to return to that section. **Note**: If you do make changes (e.g., add an expense), then return to the **Review Trip <document>** screen.

**Note**: If your organization requires you to add a line of accounting **(LOA)** you can select *Go to Accounting* from the **Review Trip Authorization** screen or select **Accounting** from the **Progress**

## Review the Trip *(continued)*

**Bar**. If not, you can skip the *Accounting* section. DTS does not require the LOA be on the authorization prior to **SIGNED**. The LOA must be on the trip prior to **APPROVED** by the AO.

To add a **LOA**:

a. On the **Accounting** screen, select **Add LOA** to choose the funding label.

b. The screen updates to reflect the LOA label and that the trip is 100% allocated to the LOA label. **Note**: If you add multiple LOAs be sure to allocate the expenses.

c. Select **Continue** or **Review Trip Authorization** to advance.

## Other Auths and Pre Audits

After the **Review Trip <document>** action, select **Other Auths and Pre-Audits** from the **Progress Bar**. Under the *Pre-Audit* section of the **Other Auths and Pre Audit** screen (Figure 9), you must provide justifications for all flags (e.g., actuals expense, CTW, or leave). In addition, you need to provide a **Reason Code** for **Lodging Not Used**. To do so, select the **Add Justification** and/or **Reason Code** to provide information for your AO to review. When you are done, scroll to the bottom of the page and select **Continue**.

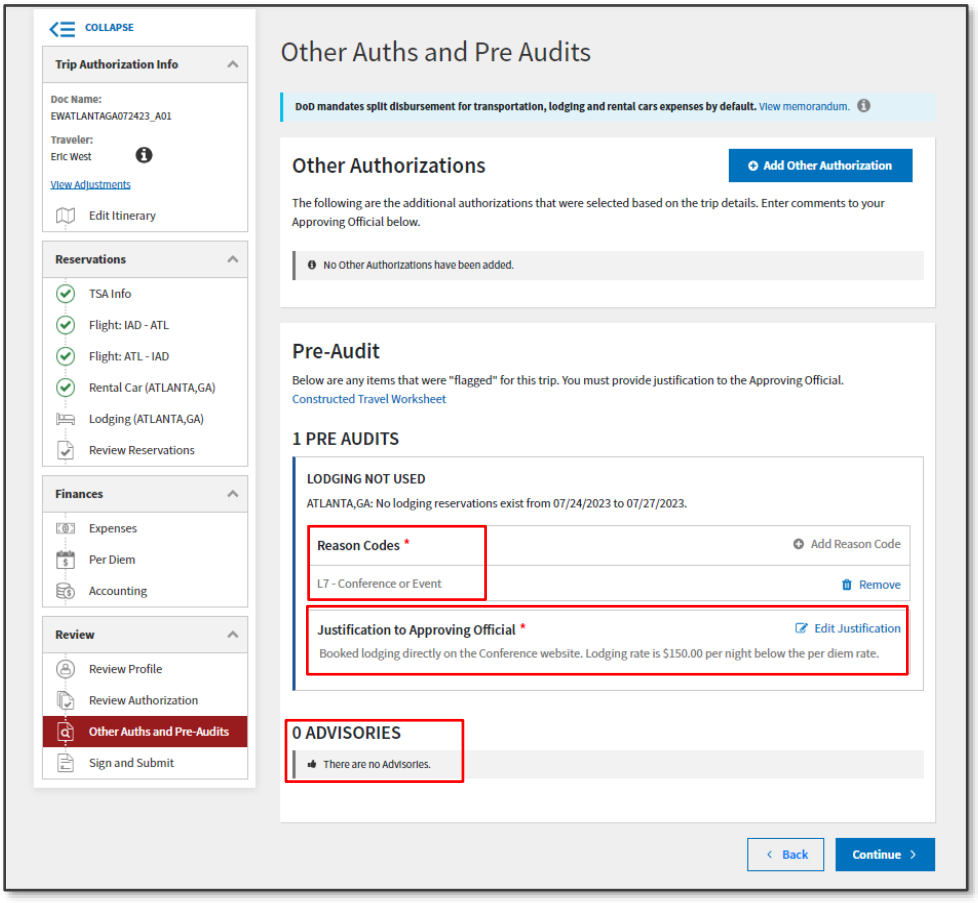


*Figure 9: Pre-Audit Section*

## Signing the Trip

You must access the **Digital Signature** page (Figure 10) after you complete the **Other Auths and Pre Audit** review. If you try and skip the **Other Auths and Pre Audit** screen, DTS will send you back to that page, prior to allowing you to stamp the document **SIGNED**.

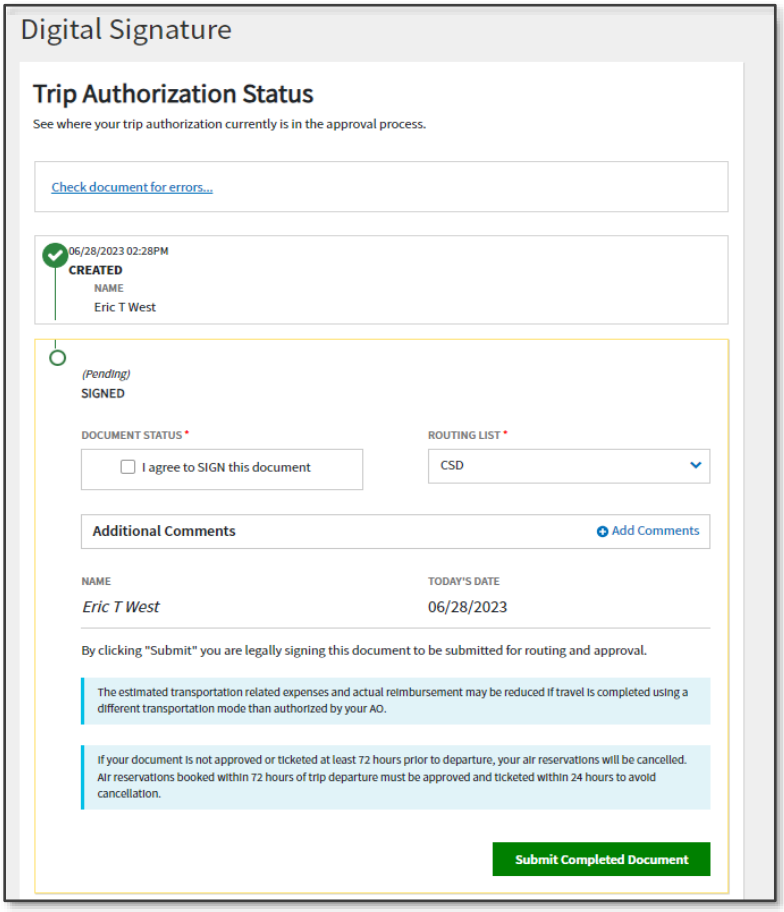


*Figure 10: Digital Signature Screen*

On the **Digital Signature** page:

1. Under the *Pending* section verify the status which should be **SIGNED** (the next action).
2. Under the *Document Status* section, check the box, **I agree to SIGN this document**.
3. Review the two blue information boxes and then select **Submit Completed Document**.

Monitor your trip for DTS and reservation updates. A few key notes:

- Signing the document initiates the electronic routing process. Documents containing reservations go to the Travel Management Company (TMC) which DTS refers to as Commercial Travel Office (CTO) before DTS routing officials.
- Confirm the Authorizing Official (AO) reviews and approves your trip.

**Note:** If you checked actual lodging, the AO must approve your lodging request before the TDY begins to ensure you receive full reimbursement.