DoD Integrated Lodging Program Guide

June 13, 2023

Version 3.7
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Chapter 1: Introduction

The purpose of this guide is to provide information about the Integrated Lodging Program (ILP) which offers quality Government and commercial lodging for Service members and civilian employees on official travel. DoD leverages its combined purchasing power, enables travelers to book trusted lodging providers in the electronic travel system and/or through the Travel Management Company (TMC), and prioritizes traveler duty of care by:

- Ensuring travelers are staying in quality lodging facilities that are close to TDY locations; are protected from certain fees; and are provided amenities at no additional cost with room rates at least 10% below the established Government per diem rates.
- Enhancing traveler care and satisfaction; providing greater traveler security; reducing lodging spend per night; and improving program management and data collection.
- Ensuring lodging meets adequacy standards: travelers are not required to stay in facilities that do not meet the adequacy standards.

The Defense Travel Management Office (DTMO) manages the ILP and provides resources, booking tools, and reporting capabilities to promote ILP use when travelers are TDY.

This guide explains how the DTS incorporates the Joint Travel Regulations (JTR) requirements to stay at ILP facilities, provides examples of lodging types, and shows DTS Pre-Audit Flags and Reason Codes when lodging is available, but not selected.

On the DTMO website, you can access Travel and Transportation Programs and Services, the JTR and other Policy & Regulations, Training materials, and more resources that support DoD travel.

1.1 JTR

The JTR provides the general regulations that explain the travel and transportation allowances a traveler is eligible to receive when engaged in official travel for DoD. In addition, the JTR, Supplement DoD ILP provides
further guidance, specifically about the ILP. In this guide, we focus on the specific policy for lodging and meals reimbursement, as well as ILP lodging requirements.

The following JTR passages – along with their local business rules – can assist travelers and Authorizing Officials (AOs) comply with all regulations pertinent to official travel.

- **JTR, par. 0203** - “Per diem allowance rates are based on the TDY location, stopover point, or other authorized official duty points, but not on the lodging location.” It continues with, “If a traveler obtains lodging outside the area covered by the locality rate for the TDY location because of personal preference or convenience, then per diem is limited to the maximum rate prescribed for the TDY location.”

- **JTR, par. 020303** - “A traveler on TDY must reserve lodging compliant with U.S. Fire Administration Guidelines through a Government electronic travel system or the servicing TMC (5 U.S.C. §5707a).” “When TDY, a DoD traveler must use the Integrated Lodging Program (ILP) facilities if available.”

- **JTR, App. A** - “GOVERNMENT LODGING PROGRAM is the Integrated Lodging Program (ILP). The program prioritizes lodging in the following order: Government lodging, such as Air Force Inns; Public-Private Venture lodging such as Privatized Army Lodging; and Government preferred lodging, such as DoD Preferred Lodging.

- **JTR, par. 020304 D** - “A Government dining facility is available only when the Government quarters or ILP facility on the U.S. installation to which the Service member is assigned TDY are adequate and available. Government facilities should be used to the maximum extent possible.”

- **JTR, par. 020303-B, Note** - “The electronic travel system is used as the primary source to reserve Government quarters and Government Lodging Programs. If the authorization is done outside the electronic travel system, then reservations must be made through DoD Lodging or by contacting the Government quarters facility directly.”

- The **JTR, Supplement DoD ILP** - A Per Diem, Travel, and Transportation Allowance Committee (PDTATAC) paper which provides additional guidance regarding ILP use.

### 1.2 Applying the ILP Rules

Here are a few key tips to help you when you need to use the ILP on your trip:

- The JTR requires you to put the correct TDY location on your travel document. For example, if you are TDY to a military installation, make sure your authorization reflects that installation, not the city it’s located in.

- When you are TDY to an installation at an ILP location, you must use the directed, available lodging unless an approved exception applies, see the **JTR, Supplement DoD ILP**.

- When you are TDY to a metro area at an ILP location, you must use DoD Preferred Commercial Lodging, if it is available. If it is not available, you may stay in any lodging you choose. Note: In this guide, a “metro area” is a geographical construct comprised of one or more municipal locations (cities, towns, etc.) that are not considered part of an installation.

- If you decline to use an available, directed lodging type and there is no approved exception, your lodging and meal reimbursements will be limited as directed by the **JTR, Table 2-15**. See Table 1-1 (below) for some of the key ILP-related extracts in Table 2-15.
If the mission demands that you do not use an available, directed lodging type, the AO may authorize full lodging and meal reimbursement instead (see Section 5.3 for instructions).

- Some examples of exemptions from directed use:
  - **DoD Lodging**: The AO determines that using a required lodging type would have a negative impact on the mission.
  - **DoD Preferred Commercial Lodging**: Any situation that requires you to select a **Reason Code** (except L4) mentioned in that section and **Reason Codes** are shown in Appendix A.

### Table 1-1

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
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<tr>
<td>a traveler does not use the available ILP lodging at the site,</td>
<td>the traveler is limited to what the Government would have paid (the total of the ILP negotiated lodging rate plus taxes***, unless the traveler is tax exempt) and he or she is financially responsible for all other costs associated with other than ILP site use.</td>
</tr>
<tr>
<td>lodging is not available at the TDY location,</td>
<td>the AO may authorize or approve obtaining lodging in an adjacent locality where the per diem rate** is higher. If the higher rate is not authorized in advance, the traveler must furnish a written statement with the travel voucher explaining the circumstances to validate an AEA based on the TDY location rate.</td>
</tr>
<tr>
<td>a traveler is lodged in the CONUS or non-foreign area OCONUS,</td>
<td>a lodging tax is a reimbursable expense.</td>
</tr>
<tr>
<td>a traveler is lodged in a foreign area OCONUS,</td>
<td>the lodging tax is considered part of the lodging portion of per diem** and is not separately reimbursable.</td>
</tr>
</tbody>
</table>

**See current per diem rates.**

***See tax example.

**Tax Example:** You are TDY to an ILP location’s metro area, so you must stay at a **DoD Preferred Commercial Lodging** facility. The negotiated rate is $110, plus $8 tax. You choose instead to stay at a hotel that is not a **DoD Preferred Commercial Lodging** provider and pay $130, plus $15 tax. Your lodging reimbursement will be limited to the negotiated rate ($110, plus $8 tax).
Chapter 2: DoD Lodging Program

DoD's lodging program consists of the DoD Lodging, Public-Private Venture Lodging also known as Privatized Lodging, and DoD Preferred Commercial Lodging. The ILP provides various lodging choices to house travelers at specifically designated locations. The number of such locations continues to grow. The DTMO website’s Lodging page (Figure 2-1) explains the ILP in general, describes each lodging category, and provides links to various ILP resources.

All properties participating in the ILP must adhere to the DoD Lodging Adequacy Standards. These measurables ensure the care and safety of official Government travelers by providing suitable accommodations in evaluated facilities.

You can also use the tools on the Official Integrated Lodging Program Sites screen (Figure 2-2) to search for ILP properties.

Figure 2-1: DoD Lodging Screen

Figure 2-2: Official Integrated Lodging Program Sites Screen
To browse records in the **Official Integrated Lodging Program Sites** table:

1. Select an option to determine which fields you want to search. The default is **all searchable columns**, but you can select a single column instead if you prefer.

2. (Optional) Select a limiter to reduce your search results.
   - Select a limiter type (e.g., contain, start with)
   - Enter text in the **Key Words** field.

3. Select **Search**. The search results appear on the table (Figure 2-3).

![Official Integrated Lodging Program Sites](image)

*Figure 2-3: Official Integrated Lodging Program Sites – Results Screen*

**Note:** Depending on what you included in the search, some columns or rows may not fit on the screen. To see the tools that let you access hidden rows or columns, scroll to the bottom of the displayed results and use the slider bar to advance to the right or the other navigation tools (e.g., page numbers) to see more rows.

Before creating a document, you can check the ILP lodging rates. The **Lookup ILP Rates** search tool (Figure 2-4) provides an easy way to locate current and past per diem rates. The search tool does require CAC authentication.
To use the **Lookup ILP Rates** tool:

1. In the **Date** field, use the drop-down menu to choose the date.
2. Check the box, **I’m not a robot**. A security picture appears on the page.
3. Select all squares with the designed item. Select **Verify**. The button changes.
4. Select **Submit**. A separate window (Figure 2-5) opens with a pdf containing all **ILP** locations with their per diem rates, lodging type, and effective date. You can view the information on the page or save it to a location you designate.
The next sections provide an explanation of the lodging categories and types if multiple ones apply, and what properties appear in DTS.

The following key indicators identify which facilities are or are not part of the ILP and which ones appear in DTS.

- (1) These lodging facilities **ARE** part of the ILP and most are available in DTS.
- (2) These lodging facilities **ARE NOT** part of the ILP, but many are available in DTS.
- (3) These lodging facilities **ARE NOT** part of the ILP, and unless stated otherwise, do not display in DTS.

**Note:** They are only included to provide a more complete list of lodging types.

## 2.1 DoD Lodging

**DoD Lodging:** Government-owned/leased and -operated lodging facilities that are on or near U.S. military installations: *Air Force Inns, Army Lodging, Navy Gateway Inns & Suites, Navy Lodge*, and *Marine Lodge & Inn of the Corps*.

DoD Lodging includes:

- DoD Lodging Facilities (1): Temporary lodging for official travelers and their families that meet adequacy standards. Some are available in DTS.
- Recreational Lodging Facilities (3): Resort lodging such as Morale, Welfare, and Recreation facilities and Armed forces Recreation Centers.
- Military Treatment Facilities (3): Lodging that supports Military medical centers (e.g., Fisher Houses).

The JTR requires:

- Travelers on TDY travel to use the DoD travel system to book lodging.
- All travelers on TDY travel to U.S. military installations to book DoD Lodging, if available, before other lodging options.
The DTMO website provides links to the different the DoD Lodging websites.

2.2 Public-Private Venture or Privatized Lodging

Public-Private Venture (PPV) Lodging or Privatized Lodging (1): Commercially operated and managed lodging facilities that are available at or near military installations.

The Army’s Privatized Lodging (PAL) are the first and only Privatized Lodging facilities integrated into the DoD travel system. The PAL properties are available for CONUS and non-foreign OCONUS locations.

Privatized Army Lodging (PAL) brands include:

- Intercontinental Hotels Group (IHG) Army Hotels
- Candlewood Suites
- Holiday Inn Express
- Staybridge Suites

The JTR requires:

- Travelers on TDY travel to use designated Privatized Lodging when available.
- The traveler’s reimbursement to be limited to the amount the Government would have paid if Privatized Lodging is available and not used.

Note: PPV or Privatized Lodging properties listed in DTS display as Government Privatized Lodging.

The current Privatized Lodging Locations map (Figure 2-6) provides a quick view of the locations. When you select a highlighted state, a window opens showing the TDY location with a PPV or Privatized Lodging property.

![Figure 2-6: Privatized Lodging Locations Map Screen](image-url)
2.3 DoD Preferred Commercial Lodging

**DoD Preferred Commercial Lodging** (1): Commercially owned and managed lodging facilities located off installations near metro areas. They offer rates below per diem, no fee for cancellations before 4pm on check-in day, etc. and conveniences (free internet, free parking, etc.) at no additional cost.

DoD Preferred Commercial Lodging includes the categories below. Except as noted otherwise, those that appear in DTS are all listed under **Available Options**:

- **DoD Preferred Commercial Lodging Facilities** (1) are selected to participate in the ILP for the calendar year. They meet strict DoD safety, security, service, and adequacy standards, and offer room rates below per diem limits. They display in DTS as **DoD Preferred Commercial Lodging**.
- Enhanced Use Lease (EUL) Lodging Facilities (3) are selected properties of the DoD located on or near some CONUS installations. **Note:** EUL facilities that participate in the DoD Preferred Commercial Lodging Program (1) appear in DTS as such.

The JTR requires:

- Travelers on TDY travel to an ILP site or surrounding metro area use **DoD Preferred Commercial Lodging** before other commercial lodging options.
- Travelers to give first consideration to Government lodging programs such as FedRooms, when available, if **DoD Preferred Commercial Lodging** is not available.

The **DoD Preferred Commercial Lodging** map provides a quick view of participating locations.

To use the **DoD Preferred Commercial Lodging** tool:

- Select an option to determine which fields you want to search. The default is all searchable columns in the **Browse records in** field.
- Select a limiter to reduce your search results.
  - Select a limiter type (e.g., contain, start with) in the **that** field.
  - (Optional) Enter text in the **Key Word** field.
- Select **Search**. The search results appear on the table.

**Note:** To see the entire row of data, you must scroll down the page, and use the slider bar to advance right. Then the remainder of the data appears.

Also included on the **DoD Preferred Commercial Lodging** page are:

- A complete property list of **DoD Preferred metro areas**
- **Tips For Travelers**, which are YouTube videos featuring lodging options, booking, and more. **Note:** When it comes to ILP regulations review the JTR for most current information as the videos are only updated periodically.

2.4 Other Commercial Lodging

**Other Commercial Lodging**: Commercially owned and managed lodging facilities located off installations near metro areas. Use these options when on TDY travel to an ILP location, but only if the other required facility types are not available.
Other Federal Programs: Lodging provided by vendors that have contracts or agreements with other Government organizations. Of them, only GSA FedRooms properties (2) display in DTS.

- **FedRooms (2)** are not part of the ILP, but provide Federal Travel Regulation (FTR)-compliant hotel accommodations at or below per diem with standardized amenities.
- **Long-Term Lodging (LTL) (2)** is not part of the ILP, but this contract solution is designed for lodging needs of 30 nights or more. See the GSA website for more information. Contact your Travel Management Company (TMC) for booking support.
- **Emergency Lodging Services (2)** is not part of the ILP, but it enables Federal and State agencies and entities to quickly secure lodging accommodations and services for first responders, Government employees, support personnel, and evacuees resulting from an emergency or declared disaster.
- **Fire Safety Act Compliant Lodging Facilities (2)** are not part of the ILP, but meet all Federal Emergency Management Agency (FEMA) safety requirements such as smoke alarms and automatic fire sprinklers.
- **Other Lodging Facilities (2)** do not meet the criteria for any of the above options. All foreign OCONUS facilities apply under this option, as FEMA requirements do not apply to them.

The JTR requires:

- Travelers on TDY travel to an ILP site or surrounding metro area to use DoD Preferred Commercial Lodging before other commercial lodging options.
Chapter 3: DTS Overview

Note: In this chapter, “you” are a traveler or someone who creates travel documents for travelers.

The JTR requires you to use DTS (Figure 3-1) (or at least the TMC) to book reservations when available. DTS and the Travel Management Company (TMC) support booking ILP properties and commercial lodging worldwide.

![Figure 3-1: DTS Home Page Screen](Image)

The following provides a brief outline of document process:

- **Create New Document > Routine TDY Trip**
  - Build an itinerary
    - Enter the **Arriving** and **Departing** dates. DTS automatically sets the **Trip Duration** to **Multi-Day** if the dates are greater than 24 hours.
    - A **Trip Duration** of **Multi-Day** and **12-24 Hours – With Lodging** triggers a DTS lodging reservation search.
    - Select the **TDY Location**.
    - Determine **Traveling By** (Air, Rental Car or POV).
    - Enter all remaining mandatory trip items.
  - Select **Continue** to advance screens.
  - **Reservations**: If you need airfare, rail, or rental car reservations, DTS navigates through those reservation selections before lodging.
    - **Lodging**: To assist with lodging reservations, DTS recognizes ILP locations with participating properties, directs you to the **Reservations** module, and provides policy-compliant options upon **Itinerary** completion.

The **Lodging Flowchart** (Figure 3-2) outlines the lodging decision process in DTS.
Figure 3-2: Lodging Decision Process Flow in DTS

Sections 3.3 through Section 3.6 of this guide cover how to book different lodging types in DTS. For more information on processing DTS documents, see the [DTS Guide 2: Authorizations](https://travel.dod.mil) and [DTS Guide 3: Vouchers](https://travel.dod.mil).

### 3.1 Travel Compliance for ILP Use

When ILP rules apply, DTS guides travelers toward ILP compliance. DTS uses specific programming for lodging such as:

- Organizing and displaying the lodging participants in a specific order (i.e., DoD Lodging, Privatized Lodging, DoD Preferred Commercial Lodging, and Available Options).
- Providing key wording such as Recommended for the lodging type meeting policy requirements.
- Using color to indicate lodging within and over per diem: green and red.
- Displaying a pop-up warning when you decline a directed, available lodging type. Note: The message explains the possible consequences of this action (e.g., limited lodging reimbursement). You must acknowledge that warning before proceeding.
- Presenting a pop-up warning when you request an Americans with Disabilities (ADA) compliant room in a DoD Lodging facility.
- Allowing special tools for DoD Lodging to help:
  - Find lodging when up to 13 family members travel together.
  - Find lodging when attending a group event.
- Indicating a field on the Review Trip Authorization screen when:
You decline a directed, available lodging type.
- A DoD Lodging facility provides a non-availability number.

- Reflecting Pre-Audit flags, advisories and Reason Codes on the Other Auths and Pre Audit screen when you don’t use available, directed lodging.

### 3.1.1 User Practices

When arranging TDY travel to ILP-participating locations in DTS, travelers, AOs, and DTAs can follow a few easy practices to ensure they comply with the JTR and local policies.

**Travelers:**

- Determine if the TDY location is an ILP location before creating the authorization. Use the JTR to review regulations and the DTMO website to look up ILP Sites and ILP Rates.
- If the TDY location has a participating property, use DTS/TMC to book reservations when available unless an exception exists.
- Read the property rules and other stipulations (i.e., cancellation, check-in and check-out times) before making lodging selection.
- If you need an exception for ILP use, seek AO approval in advance of travel.
- Verify the certificate of non-availability (CNA) displays in DTS when DoD Lodging is not available (per the JTR, par. 020303. Lodging, par F. Required Documentation When Government Quarters Are Not Available). Follow your local process for documenting a CNA when contacting the DoD Lodging property directly.
- Ensure all exceptions to policy, Pre Audit Flags, and Reason Codes are justified for travel compliance before signing the DTS document.

**AOs:**

- If the traveler is TDY to an ILP location, check to see if they booked the required lodging type unless an exception exists.
- Verify a CNA displays in DTS when DoD Lodging is not available (per the JTR, par. 020303. Lodging, par F. Required Documentation When Government Quarters Are Not Available). Ensure the traveler followed your local process for documenting a CNA when contacting the DoD Lodging property directly.
- If you determine ILP non-use is permitted, follow the JTR requirement to document per diem and meal approval exceptions.
- Review all exceptions to policy, Pre Audit Flags, and Reason Codes for travel compliance prior to approving the document in DTS.

**DTAs:**

- Use the available resources to support ILP questions:
  - JTR to review regulations.
  - DTMO Lodging Program to view the lodging program types, locations, and lodging rates.
3.2 Lodging Screen Layout and Options

You can access Reservations at any time when creating or editing an authorization in DTS. Select Review Reservations on the Progress Bar, then choose Add to Trip > Add new lodging on the Review Reservation Selections screen.

On the Lodging screen, DTS displays the lodging types in the same order the JTR mandates use, as shown below:

- DoD Lodging
- Privatized Lodging
- DoD Preferred Commercial Lodging
- Available Options (i.e., all other commercial lodging)

The Select Lodging screen provides the following fields to help you reserve lodging. Sections 3.3 through 3.6 reflect the different lodging examples.

- Search By: TDY Location, Location, and Airport (Figure 3-3)
- Check-in/Check-out dates (Figure 3-3)
- Search (for available lodging) (Figure 3-3)
- Lodging options (based upon TDY Location), divided by category and listed from least expensive to most expensive (Figure 3-3)
- Sort By to change the order of the lodging listing (Figure 3-3)
- View List (returned results): DTS displays the hotels that meet your search criteria in daily room rate order, least expensive to most expensive (Section 3.4.1).
  - Rates shown in green are at or lower than the per diem rate.
  - Rates shown in red are over per diem. Note: If you select a hotel room over per diem you must justify your choice.
  - Select the “Details” link under a hotel name to see a map and other hotel information.
- View Map (returned results): DTS displays the hotels that meet your search criteria on a map with flags indicating their daily rates (Section 3.4.2).
  - Rates shown in green are at or lower than the per diem rate.
  - Rates shown in red are over per diem. Note: If you select a hotel room over per diem you must justify your choice.
  - Enter a street address to find a hotel.
- The Filters feature allows you to refine the search for a lodging property (Section 3.4.3).
Select the link and a Filter pop-up window appears with Rate Category, Location, Distance dropdown, and Lodging Name. Enter your information and select Filter Results. If a property is located, a detailed map appears on the right side of the screen. If the search returns no results, DTS informs you to clear all filters and search for lodging again.

- **Request TMC Assistance** allows you to ask the TMC to find and reserve appropriate lodging for you. It appears at the bottom of the Search Lodging page. See Appendix C of this guide to learn more.
  - When the Request TMC Assistance box opens, the default Rate Category is Commercial, but other lodging types appear in the list. **Note:** Leave the Commercial default unless otherwise instructed.
  - The Additional Comments section lets you add comments to the TMC message. Add information to support your request, but don’t override the original wording to the TMC.
  - Select Send Request to transmit comments to the TMC.

**Note 1:** Lodging rates reflected in this guide are for illustrative purposes only. For current ILP rates use the Lookup ILP Rates tool. For overall Per Diem rates, use the Per Diem Rate Lookup tool.

**Note 2:** The allowed rates under the Per Diem table in DTS reflect a different amount than those under the Per Diem Rates Lookup tool due to the ILP policy limitation.

**Note 3:** Some DoD Lodging facilities require booking through the provider’s website. In such cases, see the DTMO website for those links. If you must book offline, DTS provides an option to decline to use lodging or skip lodging reservations. Be sure to clearly document the reason for offline booking.

### 3.3 Book DoD Lodging

If your TDY destination requires the use of DoD Lodging, that lodging type always appears first on the list of lodging results. DTS flags the property as Recommended (Figure 3-3, Indicator 1) and displays the available properties in the View List by policy. **Note:** You have the same the tools on the Select Lodging page as reflected in Section 3.2. Read the Select Lodging Overview below for details or skip it and continue with your selection.

**Select Lodging Overview:** Search tools appear at the top of the Search Lodging page. You can leave the default settings in place or make changes as needed. Available tools include:

- **Search By** (Figure 3-3, Indicator 2).
- **TDY Location** (search by TDY Location, Location, and Airport Figure 3-3, Indicator 3).
- **Check-in/Check-out** dates (Figure 3-3, Indicator 4).
- **Search** (Figure 3-3, Indicator 5). When you change the lodging category, select Search to see your results.
- (Optional) **Sort By** (Figure 3-3, Indicator 6).
- **Advanced Options** (Figure 3-3, Indicator 7). This special search link appears on the screen, under Search By, but is not currently recommended for use.
3.3.1 Select DoD Lodging

To request lodging in one on the displayed facilities, on the Search Lodging page:

1. Choose Select on the property row. The Select Room screen (Figure 3-4) opens.

2. On the Select Room page, view the Lodging Details, Room Details, and Request TMC Assistance if need be.

3. Choose Select for the Room Rate and Room Type. A Confirm Lodging window appears.
   - View your property selection. Note: If available, a property Website link is available to find out more about the lodging.
   - (Optional) Add Rewards Programs. Note: This option appears on the Confirm Lodging page for all lodging types.
     - Frequent Guest Number. Note: Most likely DoD Lodging will not have a reward program.
o Frequent Flyer Number

- (Optional) Add Special Request.
  o Check the Amenities, Accessibility and Building Features boxes as appropriate.
  o Manually type in additional requests in the TMC Notes.

- View Payment Summary.
  o Method of Payment
  o Estimated Total Cost

4. Select Book to make the lodging reservation.

5. The Review Reservations Selections page updates to reflect the booked lodging.

### 3.3.2 No DoD Lodging Availability

When searching DoD Lodging in DTS, if there is no availability for a DoD Lodging property for the TDY location, DTS captures a CNA (Figure 3-5) from the lodging facility.

![Select Lodging Screen - CNA Displayed](image)

**Figure 3-5: Select Lodging Screen - CNA Displayed**

1. DTS displays the CNA in two places:
   - On the Select Lodging screen, a blue banner appears with the information icon, DoD lodging unavailable statement, and the Certificate of non-availability (CNA) number prefaced with a DTS 2-digit fiscal year.
   - On the Review Trip Authorization screen (see Section 3.8), under the Itinerary section the CNA appears.

2. DTS provides other lodging choices (e.g., DoD Preferred Commercial Lodging) if available for you to review.

3. On the Select Lodging page, choose Select on the property row. The Select Room screen opens.

4. View the Lodging Details, Room Details, and Request TMC Assistance if need be.
5. Choose **Select** for the **Room Rate** and **Room Type**. A **Confirm Lodging** window appears.
   - View your property selection. **Note:** If available, a property **Website** link is available to find out more about the lodging.
   - (Optional) Add **Rewards Programs**.
     - Frequent Guest Number
     - Frequent Flyer Number
   - (Optional) Add **Special Request**.
     - Check the **Amenities, Accessibility** and **Building Features** boxes as appropriate.
     - Manually type in additional requests in the **TMC Notes**.
   - View **Payment Summary**.
     - Method of Payment
     - Estimated Total Cost

6. Select **Book** to make the lodging reservation.

7. The **Review Reservations Selections** page updates to reflect the booked lodging.

**Note 1:** If you try to book **DoD Lodging** outside DTS by contacting the lodging facility directly but there is no availability, follow your Component or local guidance on how to document the CNA.

**Note 2:** **DoD Lodging** facilities provide a CNA when there is no availability. For **Privatized Lodging** the lodging facility does not supply a CNA. See **Book Privatized Lodging** Section 3.4.

### 3.3.3 Decline Directed Lodging

If you choose to decline directed, available lodging and select another lodging type (e.g., **Commercial lodging**), then DTS displays a pop-up message (Figure 3-6).

![Figure 3-6: Directed Lodging – Confirm Selection Screen](image-url)
On the **Confirm Selection** screen, you will need to do the following:

- Select the appropriate **Reason Code** (see the *DTA Manual, Appendix K* for full list).
- Provide a justification for your selection.
- Select **Confirm Selection**.

**Note:** The **Reason Code** selection and manually entered **Justifications** (Figure 3-22) appear under **Other Auths** and **Pre Audit**.

### 3.4 Book Privatized Lodging

If your TDY destination allows the use of **Privatized Lodging**, that lodging type appears on the list of lodging results, immediately after **DoD Lodging**, if that type is also present. DTS flags the property as **Recommended** (Figure 3-7, Indicator 1) and displays available properties in the **View List** by policy. **Note:** You have the same tools on the **Select Lodging** page as reflected in Section 3.2. In Sections 3.4.1 through Section 3.4.3 provides some options for viewing lodging properties. Review them or skip to Section 3.4.4 **Select Privatized Lodging**.

**Note:** If there is no availability for **Privatized Lodging** the facility does not provide a CNA. DTS provides other lodging options.

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**Figure 3-7: Select Lodging Screen - Government Privatized Lodging**

### 3.4.1 Property Details

Every property listed on the **Select Lodging** page provides a **Details** link (Figure 3-8, Indicator 2). When you select the link, the screen opens by default to **Info**. You can switch between **Info** and **Policy** to see the details described below.

1. The **Info** tab (Figure 3-8, Indicator 1) displays the hotel’s name, location on Google Maps, address, phone and fax numbers, and website link.
2. Select the **Policy** tab (Figure 3-8, Indicator 2) to see the hotel’s cancellation rules, methods of payment, property description, and other vital information. **Note:** If you select **Policy** tab it displays the *generic* cancellation hotel data. To see the specific cancellation rules pertaining to the selected room, you should select the property and then select the room/rate type. The *actual* cancellation policy for the rate/room type appears under the room details.

### 3.4.2 View Map Features
(Optional) On the **Select Lodging** page, you can view the lodging properties on a map (Figure 3-9).

1. Policy compliant lodging displays in a **green** or **blue** rate box and the cost displays in a marker of the same default color (Figure 3-9, Indicator 1). **Note:** Green indicates **Recommend** lodging per policy. Blue indicates within per diem.
   - **Rate box Information:** Select the rate box to view a description of the hotel, including its name, type of lodging, address, and phone number, as well as a direct link to the hotel’s website. **Note:** Flags may be obscured if hotels are within close proximity to one another – zoom in to enlarge the map and the flags will separate. If you choose **Select** (in the box), DTS brings you to the **Select Rooms** screen.

2. Non-compliant lodging (e.g., not policy directed or over the per diem) displays in a white rate box with the room cost displayed in **red** (Figure 3-9, Indicator 2).
   - **Rate box Information:** Select the rate box to view the property information. If you choose **Select** (in the box) for a room over per diem, DTS brings you to the **Select Rooms** screen. If you choose **Select** from this page, DTS provides a **Confirmation Selection** message. You can **Confirm Selection** or **Cancel** to return to search results for another lodging choice.
3. **Enter a street address**: If you know the property address you can type it in the text field to make the lodging pop-up appear on the map.

### 3.4.3 Filters

(Optional) On the **Select Lodging** page, you can use **Filters** to further define your lodging search.

1. Select **Filters** (Figure 3-7, Indicator 3). A **Filter** pop-up window (Figure 3-10) appears.

2. On the **Filters** screen you will choose your options:
   - Select a **Rate Category**
   - Enter a **Location**
   - Select a Commercial **Distance**
   - Enter a **Lodging Name**.

3. Select **Filter Results**. The screen refreshes.
If DTS locates your property, a detailed map appears on the right side of the screen.

If the search returns no results, DTS informs you to clear all filters and search for lodging again.

4. Follow the steps in Section 3.4.4 for Privatized Lodging or book your lodging per mission requirements.

3.4.4 Select Privatized Lodging

To request lodging in one on the displayed facilities, on the Search Lodging page:

1. Choose Select on the property row (Figure 3-7). The Select Room screen opens.

2. On the Select Room page, you can view the Lodging Details, Room Details, and Request TMC Assistance if need be.

3. Choose Select for the Room Rate and Room Type. The Confirm Lodging window appears.

   - View your property selection. Note: If available, a property Website link is available to find out more about the lodging.
   - (Optional) Add Rewards Programs.
     - Frequent Guest Number
     - Frequent Flyer Number
   - (Optional) Add Special Request.
     - Check the Amenities, Accessibility and Building Features boxes as appropriate.
     - Manually type in additional requests in the TMC Notes.
   - View Payment Summary.
     - Method of Payment
     - Estimated Total Cost
4. Select **Book** to make the lodging reservation.

5. The **Review Reservations Selections** page updates to reflect the booked lodging.

**Note:** Privatized Army Lodging (PAL) properties may appear in different lodging categories due to defined adequacy standards. That is, one PAL facility could appear as a **DoD Lodging** option because it meets all defined standards while another could appear under **Available Options** because it does not meet certain requirements.

### 3.4.5 Decline Directed Lodging

If you choose to decline directed, available lodging and select another lodging type (e.g., **Commercial lodging**) then DTS displays a pop-up message (Figure 3-11).

![Figure 3-11: Directed Lodging – Confirm Selection Screen](image)

On the **Confirm Selection** screen, you will need to do the following:

- Select the appropriate **Reason Code** (see the [DTA Manual, Appendix K](#) for full list).
- Provide a justification for your selection.
- Select **Confirm Selection**.

**Note:** The **Reason Code** selection and manually entered **Justifications** (Figure 3-22) appear under **Other Auths** and Pre Audit.

### 3.5 Book DoD Preferred Commercial Lodging

If your TDY destination allows the use of **DoD Preferred Commercial Lodging**, that lodging type appears on the list of lodging results, immediately after **DoD Lodging** and **Privatized Lodging**, if those types are also present. DTS displays the available properties in the **View List** by policy (Figure 3-12). **Note:** You have the same tools on the **Select Lodging** page as reflected in Section 3.2.
3.5.1 Select DoD Preferred Commercial Lodging

To request lodging in one on the displayed facilities, on the Search Lodging page:

1. Choose Select on the property row (Figure 3-12). The Select Room screen opens.

2. On the Select Room page, you can view the Lodging Details, Room Details, and Request TMC Assistance if need be.

3. Choose Select for the Room Rate and Room Type. The Confirm Lodging window appears.
   - View your property selection. Note: If available, a property Website link is available to find out more about the lodging.
   - (Optional) Add Rewards Programs.
     - Frequent Guest Number
     - Frequent Flyer Number
   - (Optional) Add Special Request.
     - Check the Amenities, Accessibility and Building Features boxes as appropriate.
     - Manually type in additional requests in the TMC Notes.
   - View Payment Summary.
     - Method of Payment
     - Estimated Total Cost

4. Select Book to make the lodging reservation.

5. The Review Reservations Selections page updates to reflect the booked lodging.

3.5.2 Decline Directed Lodging
If you choose to decline directed, available lodging and select another lodging type (e.g., Commercial lodging) then DTS displays a pop-up message (Figure 3-13).

![Directed Lodging – Confirm Selection Screen](image)

**Figure 3-13: Directed Lodging – Confirm Selection Screen**

On the **Confirm Selection** screen, you will need to do the following:

- Select the appropriate **Reason Code** (see the [DTA Manual, Appendix K](#) for full list).
- Provide a justification for your selection.
- Select **Confirm Selection**.

**Note:** The **Reason Code** selection and manually entered **Justifications** (Figure 3-22) appear under **Other Auths and Pre Audit**.

## 3.6 Book Commercial Lodging

DTS displays **Commercial Lodging** for all TDYs, if any are available. DTS displays them in the **View List** by policy (Figure 3-14). Any **Commercial (FedRooms)** properties appear first followed by all other **Commercial** properties. **Note:** You have the same tools on the **Select Lodging** page as reflected in Section 3.2.
3.6.1 Select Commercial Lodging

To request lodging in one of the displayed facilities, on the Search Lodging page:

1. Choose Select on the property row. The Select Room screen opens.
2. On the Select Room page, you can view the Lodging Details, Room Details, and Request TMC Assistance if need be.
3. Choose Select for the Room Rate and Room Type. The Confirm Lodging window appears. (Figure 3-15).
- View your property selection. **Note:** If available, a property **Website** link is available to find out more about the lodging.
- (Optional) Add **Rewards Programs**.
  - **Frequent Guest Number**
  - **Frequent Flyer Number**
- (Optional) Add **Special Request**.
  - Check the **Amenities, Accessibility** and **Building Features** boxes as appropriate.
  - Manually type in additional requests in the **TMC Notes**.
- View **Payment Summary**.
  - **Method of Payment**
  - **Estimated Total Cost**

4. Select **Book** to make the lodging reservation.

5. The **Review Reservations Selections** page updates to reflect the booked lodging.

### 3.7 ADA Requests for Lodging

If you require ADA-compliant lodging accommodations, DTS can communicate your needs to the lodging facility either from information within your profile or from the **Special Requests** section of the lodging screen.

### 3.7.1 DTS Profile

- Update your profile (Figure 3-16) with your specifics needs before you create a document or update your profile from within the document.
  - **My Profile > Travel Preferences > Lodging**

![User Profile](image-url)

*Figure 3-16: Lodging Preferences in a Profile*
• Sign the document.
• DTS sends your preferences to the lodging facility every time you make lodging reservations. See the DTMO information paper on how to Update Your DTS Profile.

3.7.2 Special Requests
• On the Confirm Lodging screen open the Special Request section (Figure 3-17).
• Check the options you need next to Amenities, Accessibility, and Building Features to request accommodations for the current trip.

![Figure 3-17: Confirm Lodging Screen – Special Requests](image)

• Sign the document.
• DTS sends your preferences to the lodging facility. See the DTS Guide 2: Authorizations for more on booking lodging.

After DTS sends your request, you must follow up with the lodging facility to see whether they can meet your needs. If no ADA-compliant rooms are available, you will need to:

• Obtain a CNA number from the lodging provider.
• Cancel your DoD Lodging room.
• Book ADA-compliant lodging.
• Enter the CNA number in your authorization following your local procedures.

3.8 Review Reservations Selections
The Review Reservation Selections screen displays trip basics to include DTS/TMC Confirmation ID and if applicable a Lodging Cancellation History link (Figure 3-18).
(Optional) If you need to add an additional reservation, select the **Add to Trip** drop down (Figure 3-19). DTS directs you back to the **Reservation** module to make your new selection.

(Optional) If you cancelled a hotel property, select the **Lodging Cancellation History** link. The Lodging Cancellation History screen (Figure 3-20) opens. It displays the cancellation details, including a cancellation confirmation.
3.9 Review Trip Authorization

The Review Trip Authorization screen (Figure 3-21a) provides the complete trip outline: Trip Details for (e.g., TMC information) Itinerary, Reservations, Expenses, Per Diem, Accounting, and more. You can access it from the Progress Bar at any time.

1. On the Review Trip Authorization screen scroll down the page to verify the information. Begin with the Trip Details section and review it. Then proceed to the Itinerary section.

2. Under the Itinerary section, select Show Details for the TDY Location to see property details and a CNA number, if applicable (Figure 3-21b). Proceed to the Expenses section.
3. Under the Expenses section, select Show Details for the Reservations Expenses to see the lodging reservation (Figure 3-21c).
4. Scroll down the page to review the remaining sections. When finished, select **Continue** to proceed to **Other Auths and Pre Audits**.

**Note**: Before you can sign the authorization, DTS requires you to access the following screens in the order listed:

- Review Trip Authorization
- Other Auths and Pre Audits
- Digital Signature

### 3.10 Other Auths and Pre Audits Screen

DTS includes several lodging-related **Pre-Audit** flags (Section 3.10.1), **Reason Codes** (Section 3.10.2), and **Advisories** (Section 3.10.3) based upon your selections and non-selections. When one of these occur:

- Provide a valid justification to the AO for the **Pre-Audit** flags
- Select the **Reason Codes** and **Add Justification** to the AO. This information helps the AO determine whether to authorize full reimbursement for your selected lodging type.
- Review the **Advisories** which are informational reminders that require no justification.

See Section 3.10.2 and Appendix A of this guide for more on **Reason Codes**.
3.10.1 Pre-Audit Flags

If you are going TDY to an ILP location but did not follow the standard process, DTS triggers Pre-Audit flags (Figure 3-22) to address ILP and other lodging situations. If your document reflects Pre-Audit flags, provide justifications for your selections. Available ILP audit flags include:

**AVAIL DOD LDG NOT USED**: You did not use available, required DoD Lodging.

**AVAIL PRIVATIZED LDG NOT USED**: You did not use available, required DoD Privatized Lodging.

**AVAIL PREFERRED LDG NOT USED**: You did not use available, required DoD Preferred Commercial Lodging.

**LODGING NOT USED**: You did not select any available lodging.

**GOVT SAFETY REG NON-COMPLIANT**: You chose lodging that is not fire and safety compliant. **Note**: All DoD Lodging, Privatized Lodging, and DoD Preferred Commercial Lodging is fire and safety compliant.

![Pre-Audit Flags Example](image)

*Figure 3-22: Pre Audits Screen*
3.10.2 Reason Codes

If you are going TDY to an ILP location but did not follow the standard process (Figure 3-18), DTS triggers Reason Codes (Figure 3-22) for you to choose. If your document reflects Reason Codes review each option and select the one that applies. See Appendix A of this guide for full details.

L1 Too far away: Available properties are an unacceptable distance from the TDY location.

L2 Mission requirements: Using an available property would be detrimental to the mission.

L3 Lower rate available: You found cheaper lodging elsewhere.

L4 Personal choice/limited reimbursement: You chose to decline a required lodging option and will accept a limited lodging reimbursement.

L5 Military Lodging: You will use lodging such as military barracks or medical facility.

L6 Lodging with family or friends: Self-explanatory.

L7 Conference or Event: You will attend an event that requires the use of specific lodging.

L8 Contract Lodging: A Government organization is paying all your lodging costs.

L9 Rental/leased housing: You will lease or rent housing at the TDY location.

L10 Not required, in accordance with JTR: The JTR does not require use of the lodging type.

L11 CTO lodging assistance requested: You asked the TMC to find appropriate lodging for you (DTS refers to the TMC as a CTO, an acronym for the outdated term Commercial Travel Office).

L12 Group lodging required: You are traveling in a group that must lodge together.

Note: The Per Diem module must reflect your booked lodging cost. For some of the above options (e.g., Contract Lodging or Personal choice) you will need to reflect lodging as $0.00 for each applicable day. See the DTMO trifold for information on Updating Itinerary and Reservations in an Authorization.

3.10.3 Advisories

DTS alerts you to items of potential concern or serves as a reminder (e.g., Leave Requested). The following items are Advisories specific to ILP. They do not require a justification.

DOD LODGING NOT AVAILABLE: Triggered when DoD lodging is not available. This advisory also displays the CNA number.

DOD LODGING CONNECTION ERROR: Triggered by a transmission error that prevented DTS from receiving information from the DoD lodging facility.

PRIVATIZED LODGING NOT AVAIL: Triggered when DoD privatized lodging is not available.

PREFERRED LDG NOT AVAIL: Triggered when there is no availability in any DoD Preferred commercial lodging property that supports the TDY location.

CERTIFICATION OF MEALS UPDATE: Triggered when you change the DTS default meal rate, which is based on lodging selections as directed by the JTR.
3.11 Signing the Authorization

Once you complete the Review Trip Authorization and Other Auths and Pre-Audits actions, your last step is to Sign and Submit the authorization. On the Digital Signature screen:

1. View the current status of the document.
2. Verify DTS will apply the SIGNED stamp when you submit the document.
3. Check the box, I agree to SIGN this document.
4. (Optional) Change the routing list, if needed. Follow your local guidance to determine the correct routing list to use.
5. (Optional) Leave the Add Comments to the AO field blank unless your local business rules specify otherwise.
6. Submit Completed Document to attach the SIGNED stamp. Unless DTS detects a problem with the document, it provides a successful message.

Note: Monitor your document for TMC and AO updates.
Chapter 4: Authorizing Officials

Note: In this chapter, you are an AO.

The purpose of this section is to provide ILP information and resources that are most relevant to the AO. Per the JTR, par. 010201.B. Authorizing or Approving Official (AO), you determine whether travel is necessary and appropriate to the mission, ensure that all expenses the traveler claimed are valid, and authorize or approve valid travel expenses.

The DTMO provides various resources to help you determine if official travel documents meet regulatory and local policy compliance standards. Some of the essential aids available on the DTMO website include the JTR, DODI 5154.31, Lodging Program links, ILP Guide, AO Deskside Guide, and the Authorizing Official Checklist. In addition, TraX provides several WBT classes geared toward AOs such as COL/TAOCO Training, and the Vital Skills series.

As highlighted in Section 3.1.1 of this guide, you should always determine if the traveler used the appropriate lodging. This is especially important when the traveler is TDY to an ILP location. You can go to the DTMO website to look up ILP Sites if needed. If allowable by the JTR and warranted per mission, you can authorize the appropriate lodging reimbursement and meals and incidental expenses (M&IE) payment.

4.1 Reviewing Authorizations in DTS

You begin by logging into DTS. From the DTS Dashboard (Figure 4-1), select Trips Awaiting Action (Figure 4-1, Indicator 1) or search Traveler Lookup (Figure 4-1, Indicator 2) to find the traveler’s authorization.

Note 1: For this guide, we review the authorization using Trips Awaiting Action.

Note 2: Use the Authorizing Official Checklist or other local resource to verify the authorization meets travel compliance.

4.1.1 Determine Lodging Type

From Trips Awaiting Action module, select Approve to access the traveler’s authorization

1. The Review Trip Authorization screen opens in a view only mode. At the top of the page, if you need make a change, in the yellow banner, select edit. Scroll down the page to see the Trip Details section and proceed to the Itinerary section.
2. Under the *Itinerary* section, select **Show Details** for the **TDY Location** to see property details, Confirmation Number, and a CNA number, if applicable. Proceed to the **Expenses** section.

3. Under the **Expenses** section, select **Show Details** for the **Reservations Expenses** to see the lodging reservation, **Receipt Requirement, Check-in Date, Payment Method and Cost**.

4. Under the **Per Diem** section, select **Go to Per Diem**. View the lodging amount in the table. Compare the **Lodging Cost** (booked lodging) to the **Lodging Allowed**. Determine if DTS adjusted the amount for the booked lodging or reduced it when the traveler declined the directed, available lodging.

5. Scroll down the page to review the remaining sections. When finished, select **Continue** to proceed to **Other Auths and Pre Audits**.

6. On the **Other Auths and Pre Audits** page:
   - Review the **Pre Audits, Reason Codes**, and **Advisories** on the **Other Auths and Pre Audits** screen.
   - If no **Pre Audits, and Reason Codes** triggered for lodging selections then the traveler followed policy.
   - If **Pre Audits, and Reason Codes** triggered for lodging selections then verify the traveler provided justifications to pass audits.

7. Once you complete the **Other Auths and Pre Audits** review, proceed to the **Digital Signature** page.

8. On the **Digital Signature** page:
   - If the authorization complies with all travel regulations and local policies, you can approve it.
   - If the authorization does not comply, return the document to the traveler and provide comments for any changes needed.

**Additional Information**: You or the DTA for your organization can run the **Unavailability Report for Government Lodging Programs** to see use by your travelers. See Appendix B on how to access DTS Reports Scheduler to run Lodging Reports. For more details, see the **DTA Manual, Chapter 10: Reports**.

### 4.1.2 Declined Available, Directed Lodging

When a traveler declines an available, directed lodging property DTS automatically limits the traveler’s lodging reimbursement and meal allowance when they did not adhere to travel regulations. You must decide whether to let that limitation stand or allow the traveler to receive full lodging reimbursement.

From **Trips Awaiting Action** module, select **Approve** to access the traveler’s authorization

1. The **Review Trip Authorization** screen opens in a *view only* mode. At the top of the page, if you need make a change, in the yellow banner, select **edit**. Scroll down the page to see the **Trip Details** section and proceed to the **Itinerary** section.

2. Under the **Itinerary** section, select **Show Details** for the **TDY Location** to see property details, Daily Cost, Confirmation Number, and a CNA number, if applicable. Proceed to the **Expenses** section.
   - Check to see if the **Daily Cost** is at or over **Per Diem**.

3. Under the **Expenses** section, select **Show Details** for the **Reservations Expenses** to see the lodging reservation, **Receipt Requirement, Check-in Date, Payment Method and Cost**.
4. Under the *Per Diem* section, select **Go to Per Diem**. View the lodging amount in the table. Compare the Lodging Cost (booked lodging) to the Lodging Allowed. Determine if DTS adjusted the amount for the booked lodging or reduced it when the traveler declined directed, available lodging.

5. Under the *Accounting* section, select **Show Details** to see the **Allowed and Actual** trip costs.

6. Scroll down the page to review the remaining sections. When finished, select **Continue** to proceed to **Other Auths and Pre Audits**.

7. On the **Other Auths and Pre Audits** page:
   - Review the **Pre Audits, Reason Codes**, and **Advisories** on the **Other Auths and Pre Audits** screen.
     - When the traveler declined the policy directed lodging, DTS required a **Reason Code** and **Justification to the Approving Official** within the Lodging screen, before allowing the traveler to proceed. Those items are reflected on the **Pre-Audit** section (Figure 4-2).

![Figure 4-2: Pre-Audit Flag – AVAIL PREFERRED LDG NOT USED](image)

8. Once you complete the **Other Auths and Pre Audits** review, proceed to the **Digital Signature** page.

9. On the **Digital Signature** page:
   - If the authorization complies with all travel regulations and local policies, you can approve it.
   - If the authorization does not comply, return the document to the traveler and provide comments for any changes needed.

**Additional Information**: You or the DTA for your organization can run a **Non-Use Lodging – Reason Justification Report** to see use by your travelers. See Appendix B on how to access DTS Reports Scheduler to run Lodging Reports. For more details, see the **DTA Manual, Chapter 10: Reports**.
4.1.2.1 Traveler’s Justification Insufficient

If the traveler’s justification isn’t sufficient:

1. Inform the traveler of the limited authorized amount before approval. **Note:** The traveler may want to reconsider their selection and re-submit the authorization.

2. If the traveler does not alter their selection, then add comments on the **Review Trip Authorization** page stating and/or on the **Other Auths and Pre Audits** page explaining what you’re not authorizing due to non-compliance with the JTR.

3. In the **Per Diem** table, leave the lodging calculations and limitations in place.

4. Review the remainder of trip for JTR policy and then approve.

4.1.2.2 Traveler’s Justification Sufficient

If the traveler’s reason for using alternate lodging is sufficient then you can override the reimbursement limitation. See the full steps in Section 5.3.

1. Either the traveler or you can select **Edit** to adjust the authorization. Add a comment for the adjustment reason.

2. On the **Review Trip Authorization** page review the information.

   - If the **DoD Lodging** facility has no availability then they should issue a CNA. DTS adds the 2-digit fiscal year and a lodging program code to the CNA. Check for the CNA under the **Itinerary** section (if you select **Show Details**) of the **Review Trip Authorization** screen.

3. In the **Per Diem** table, select **Actual Lodging** and modify the meal rate.

4. Review the **Pre Audits** and **Advisories** on the **Other Auths and Pre Audits** screen.

5. Review the remainder of trip for JTR policy and then approve.

**Additional Information:** You or the DTA for your organization can run the **Unavailability Report for Government Lodging Programs** to see use by your travelers. See Appendix B on how to access DTS Reports Scheduler to run Lodging Reports. For more details, see the **DTA Manual, Chapter 10: Reports**.

**Note 1:** If the traveler obtained a CNA directly from the lodging provider, follow your local process for how to document the fact in DTS.

**Note 2:** For screenshots with an in-depth look at how to claim actual lodging, see the **DTS Guide 2: Authorizations**.

**Note 3:** The JTR encourages civilians who are TDY to installations at non-ILP locations to check for **DoD Lodging**, but does not require them to use it, and doesn’t allow you to limit their lodging reimbursement if they don’t. If DTS does automatically limit their reimbursement, you can override the reimbursement limitation by having the traveler (or you can) adjust the authorization to make the changes, following the steps in Section 5.3.
Chapter 5: Special Topics

This section addresses unique circumstances and additional actions necessary to support altered travel plans. How you proceed to make changes to documents depends upon the document status and departure date. For DTS, SIGNED authorizations require an Adjustment using Edit while APPROVED authorizations require an Amendment with comments to make changes.

Review the situations and solutions below. Note: The solutions focus on Trip Dates, TDY Locations, Lodging Reservations, and Per Diem along with a few basics in document processing, but they DO NOT include all the end-to-end document actions. For more on processing documents to completion, see the DTS Guide 2: Authorizations, information paper Making Changes to DTS Documents, and the trifold Adjusting/Amending an Itinerary and Reservations in an Authorization. Note: Consult your local business rules for document processing requirements.

5.1 Changing TDY Dates When Using Required Lodging Types

**Situation:** You made lodging reservations for an upcoming trip, but then the trip dates changed. You booked a DoD Lodging, Government Privatized Lodging, or Preferred Commercial Lodging type per policy. You notice the Check-In and Check-Out dates on the Select Lodging screen are not editable. Your authorization is signed, but not approved.

**Solution:** If the document is signed, Edit the trip, cancel reservations, change your itinerary dates, then search for new reservation dates. Note: If you change itinerary dates for the trip, the Pre-Audit advisories may no longer appear for the prior selections on the Other Auths and Pre Audit screen. Once you make your new lodging selection, DTS will perform the necessary policy checks and apply the appropriate flags.

2. Cancel all the lodging reservations that you need to change.
3. Change your TDY Arriving and Departing dates and TDY location (see the trifold Adjusting/Amending an Itinerary and Reservations in an Authorization).
4. Search for and make lodging reservations per policy for the new dates.
5. After you make the required changes, be sure sign the trip and monitor for AO approval.

5.2 Changing Lodging When TDY to an ILP Location

**Situation:** You are going TDY to multiple sites and one or more is to ILP location and you need to change the lodging reservations request. Remember, if you are using DoD Lodging, Privatized Lodging, or DoD Preferred Commercial Lodging, you can’t change the Check-In or Check-Out dates on the Select Lodging screen. Your authorization is signed, but not approved.

**Solution:** If the document is signed, Edit the trip, enter a TDY location for each period that requires a different lodging type.

2. On the Edit Itinerary page, enter your trip dates and TDY locations. Examples: MacDill AFB and Gibsonton, FL.
• Arriving Date: March 10
  o TDY Location 1: MacDill AFB, arriving on March 10, departing on March 17.
  o TDY Location 2: Gibsonton, FL, arriving on March 17, departing on March 19. **Note:** This TDY location will be **Field Duty**, so no lodging necessary.
  o TDY location 3: MacDill AFB, arriving on March 19, departing on March 20.
• Departing Date is June 20

3. Update the **Per Diem** table to reflect proper M&IE for each TDY location. For TDY Location 2, you must indicate that you will be on **Field Duty** and therefore, you do not require lodging.

4. Enter valid justifications for any **Pre-Audit** flags and **Reason Codes**. Additional comments may also be required.

5. After you make the required changes, be sure sign the trip and monitor for AO approval.

**Note 1:** If the TDY Location 2 (**Field Duty**) were also an **ILP** location (e.g., Tampa, FL), you would need had to decline all **DoD Lodging, Privatized Lodging,** and **DoD Preferred Commercial Lodging** that was offered and justify all resulting **Pre-Audit** flags.

**Note 2:** If you are taking leave, zero out the per diem for those days. Follow your local business rules for processing leave.

### 5.3 Overriding Automatic Lodging Reimbursement Limits

**Situation:** You are going TDY to an **ILP** location, and you declined to use the recommended lodging per **JTR**, so DTS limited your lodging or meal reimbursement. Based upon mission, you received permission from the AO to receive reimbursement of your full lodging cost (up to the per diem limit) or the appropriate meal rate. Your authorization is signed, but not approved.

**Solution:** Edit the trip and reset the lodging and meal rate to claim the amount the AO authorized.

1. Begin on the **Review Trip Authorization** screen. Select the **Per Diem** from the **Progress Bar**.

2. On the **Review Per Diem Amounts** screen, select **Adjust Per Diem Amounts**. The **Adjust Per Diem Amounts** screen opens.

3. Use the calendar tool to select the **Adjustment Date Range**.

4. Under **Meals**, select the appropriate radio button (usually **Receive Full Meal Rate**, **Meals Available at TDY Location**, or **Government Meals Provided at TDY Location**) and any applicable meal boxes (Breakfast, Lunch, Dinner).

5. Under **Other Entitlements**, select the **Actual Lodging Cost** radio button.

6. Under **Lodging Cost**, enter the full locality lodging limit or the **Actual Lodging Cost**, whichever is lower.

7. Select **Save Adjustments**. Verify lodging and meal changes.

8. Enter valid justifications for any **Pre-Audit** flags and **Reason Codes**. Additional comments may also be required.

9. After you make the required changes, be sure sign the trip and monitor for AO approval.
**Note 1:** To request full reimbursement for a lodging cost that is over the locality per diem rate, follow the standard procedures for claiming actual lodging.

**Note 2:** When you change the lodging cost, be careful not to erase any other special per diem indicators (e.g., leave, field duty, meals provided). Remember that if different per diem allowances apply on different days, you must make the entries on the Adjust Per Diem Amounts screen multiple times.

### 5.4 Authorization Created After Travel Begins

**Situation:** You have short-notice travel (i.e., verbal or VOCO orders), so you may need to create your DTS authorization after the trip has started.

**Solution:** Create the authorization as soon as possible. Do not try to add lodging reservations for passed dates.

1. Create the authorization, enter trip dates, add TDY location, and add all other data for the Itinerary.
2. Based upon the TDY location, DTS recognizes the requirement to use DoD Lodging, Privatized Lodging, or DoD Preferred commercial Lodging, but as the trip date has passed you can’t do the reservations. If DTS directs you to the Reservations module, because you have a multiple location trip, you should Skip Reservations as you already made them outside of DTS. Know that without reservations, DTS cannot verify that you used the required lodging type, so it limits your lodging reimbursement.
3. Go to the Per Diem table. Update daily lodging and M&IE as needed to reflect trip costs.
4. Attach a copy of the PNR from the TMC for booked reservations.
5. In this situation, DTS generates Pre-Audit flags for non-use of lodging and submitting a document after the trip start date, enter valid justifications for those and any other Pre-Audit flags and Reason Codes. Additional comments may also be required.
6. After you finalize the trip, be sure sign the trip and monitor for AO approval.

### 5.5 Unable to Connect to Lodging System

**Situation:** You tried to book your lodging through the system, but DTS could not establish a connection with a DoD Lodging or Privatized Lodging provider, so you received a connection error. **Note:** Connection errors are not a common occurrence, but if you do experience a problem be aware that THIS IS NOT A CERTIFICATE OF NON-AVAILABILITY. CNAs provide specific details informing there is no rooms available to book. Review the information below.

When a connection error occurs, DTS provides:

- A message letting you know the connection failed (Figure 5-1).
- Additional lodging types with availabilities.
- A Request TMC Assistance link, which is available at the bottom of the page. **Note:** This link is not visible in figure below
- An advisory for DoD Lodging on the Pre-Audit screen documenting the error as the reason you did not use the directed lodging.
Solution:

- For **DoD Lodging**, contact the lodging provider directly to make reservations. The *lodging property* links are available on the DTMO website. **Note:** Follow your Component or local guidance when you need to contact a lodging facility directly to book lodging outside DTS.
- For any lodging type, you can wait and try again later to book lodging once the disruption is remedied.
- Select a different lodging type and proceed with making lodging arrangements.
- Contact your TMC using the **Request TMC Assistance** option for lodging support.

![Select Lodging Screen – Can’t Connect to DoD Lodging](image)

*Figure 5-1: Select Lodging Screen – Can’t Connect to DoD Lodging*
Appendix A: Pre-Audit Reason Codes

A.1 Reason Codes for Lodging Not Used

If you decline to use available lodging that the JTR requires, DTS triggers a Pre-Audit flag. You must enter specific information in the Justification field on the DTS Pre-Audit screen, if it is not already available in DTS (e.g., a reservation made through the system). You must select a Reason Code and additional comments when noted for not using the required lodging.

The DTA Manual, Appendix K provides the all the DTS Reason Codes.

The Lodging Pre-Audit flags requiring a Reasons Code are:

- AVAIL DOD LDG NOT USED
- AVAIL PREFERRED LDG NOT USED
- LODGING NOT USED

Table A-1 below outlines the Reason Codes.

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1 - Too far away</td>
<td>Joint Travel Regulations</td>
</tr>
<tr>
<td></td>
<td>Available properties are too far away from TDY work location.</td>
</tr>
<tr>
<td></td>
<td>Provide the name and address of the property where you stayed</td>
</tr>
<tr>
<td></td>
<td>in the comments field if you made reservations outside of DTS.</td>
</tr>
<tr>
<td>L2 - Mission requirements</td>
<td>Joint Travel Regulations</td>
</tr>
<tr>
<td></td>
<td>Available properties do not meet mission requirements. Cite your</td>
</tr>
<tr>
<td></td>
<td>reason AND provide the name and address of the property where</td>
</tr>
<tr>
<td></td>
<td>you stayed in the comments field if you confirmed reservations</td>
</tr>
<tr>
<td></td>
<td>outside of DTS.</td>
</tr>
<tr>
<td>L3 - Lower rate available</td>
<td>Joint Travel Regulations</td>
</tr>
<tr>
<td></td>
<td>A lower hotel rate was available at another property. Provide</td>
</tr>
<tr>
<td></td>
<td>the name and address of the property where you stayed in the</td>
</tr>
<tr>
<td></td>
<td>comments field if you confirmed reservations outside of DTS.</td>
</tr>
<tr>
<td>L4 - Personal choice/limited</td>
<td>Joint Travel Regulations</td>
</tr>
<tr>
<td>limited reimbursement</td>
<td>In accordance with the JTR, the reimbursement for a traveler</td>
</tr>
<tr>
<td></td>
<td>that declines available government or preferred commercial</td>
</tr>
<tr>
<td></td>
<td>lodging is limited to the rate that the government would have</td>
</tr>
<tr>
<td></td>
<td>paid if used. Provide the name and address of the property</td>
</tr>
<tr>
<td></td>
<td>where you stayed in the comments field if you confirmed</td>
</tr>
<tr>
<td></td>
<td>reservations outside of DTS.</td>
</tr>
<tr>
<td>L5 - Military Lodging</td>
<td>Joint Travel Regulations</td>
</tr>
<tr>
<td></td>
<td>Military lodging was NOT booked in DTS. Military lodging includes,</td>
</tr>
<tr>
<td></td>
<td>but is not limited to, government lodging, military barracks,</td>
</tr>
<tr>
<td></td>
<td>and medical treatment facilities (DoD, VA, or Fisher House).</td>
</tr>
<tr>
<td></td>
<td>You must adjust the cost on the Per Diem Entitlements screen</td>
</tr>
<tr>
<td></td>
<td>to reflect the amount you actually paid for the room.</td>
</tr>
</tbody>
</table>
## REASON CODES FOR LODGING NOT USED

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
</tr>
</thead>
</table>
| L6 - Lodging with family or friends | Joint Travel Regulations  
In accordance with the JTR, a military traveler staying with family or friends is not authorized lodging reimbursement. Civilian travelers are only authorized reimbursement for documented extra costs incurred by the host. You must adjust the authorized lodging rate on the Per Diem Entitlements screen to zero or the documented extra costs incurred by the host. |
| L7 - Conference or Event | Joint Travel Regulations  
Attending a conference or event with specified lodging. You must provide the conference or event name in the comments field if you selected Other or N/A for conference attendance when you created the authorization. Also, provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS. |
| L8 - Contract Lodging | Joint Travel Regulations  
Lodging has been contracted by a Government organization. Costs will be billed to that office and you will not be reimbursed. Provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS. |
| L9 - Rental Housing | Joint Travel Regulations  
Reimbursable rental/leased housing was used. You must adjust the cost paid on the Per Diem Entitlements screen to the amount you actually paid. Monthly payments must be prorated per day. DO NOT enter rental-housing costs as a non-mileage expense. Provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS. |
| L10 - Not required, in accordance with JTR | Joint Travel Regulations  
You must cite the applicable JTR reference AND provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS. |
| L11 - CTO lodging assistance requested | Joint Travel Regulations  
You asked the TMC to find appropriate lodging. |
| L12 - Group lodging required | Joint Travel Regulations  
Requires the group to be lodged together to maintain group integrity (e.g., aircrews, schools, and teams). Provide the name and address of property where you stayed in the comments field, if you confirmed reservations outside of DTS. |

**Notes:** The specific information listed above satisfies several purposes:

1. Helps validate the traveler’s claims about certain costs or situations.
2. Provides emergency contact information for the traveler.
3. Provides information useful for future lodging contract negotiations.
A.2 Reason Codes for Military Quarters Not Used

When TDY to a military location with Quarters Available, and you don’t use the lodging that the JTR requires, DTS triggers a Pre-Audit flag. You must select a Reason Code and provide a written justification for not using the required lodging.

The DTA Manual, Appendix K provides the all the DTS Reason Codes.

The Military Lodging Pre-Audit flag requiring a Reasons Code is:

- MIL QTRS NOT USED

Table A-2 below outlines the Reason Codes.

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1</td>
<td>Military lodging facility has issued an appropriate statement of non-availability. The reference number is provided in the justification.</td>
</tr>
<tr>
<td>R2</td>
<td>Adverse Effects exist that meet requirements for the use of commercial lodging in lieu of the military lodging facility. The AO has approved use of commercial lodging regardless of availability. Other Authorization 'Adverse Effect' should be selected.</td>
</tr>
<tr>
<td>R3</td>
<td>Commercial lodging used instead of the military lodging facility. Traveler voluntarily accepts reimbursement at the military lodging facility 'on base rate' which must be entered into the justification.</td>
</tr>
</tbody>
</table>

A.3 Reason Codes for Verbal Orders

When you create and sign an authorization or the AO approves the trip after the trip start date, DTS triggers a Pre-Audit flag. You must select a Reason Code and provide written justification for submitting a backdated authorization.

Table A-3

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OO1 - Emergency Leave / Emergency Visitation Travel</td>
<td>Swift and sensitive action is required in emergency leave situations and due to this, the traveler was not able to complete their travel authorization in DTS prior to commencing travel. Upload documentation indicating oral or verbal approval was granted (i.e., confirmatory orders).</td>
</tr>
<tr>
<td>OO2 - Uniformed Service Member Evacuation</td>
<td>Uniformed service member resides in an area that was ordered to evacuate. A Service member who is ordered to depart an area being evacuated must be put in a temporary duty (TDY) or permanent change of station (PCS) status. Evacuation notice must be provided in the substantiating records.</td>
</tr>
</tbody>
</table>
### Reason Codes for Lodging Not Used

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reason Code</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Dependents of Service members, civilian employees, and dependents of civilian employees must not use DTS for reimbursement related to Evacuation / Safe Haven and should follow local business rules for seeking reimbursement.</td>
<td></td>
</tr>
<tr>
<td>OO3 - Bedside / Casualty Affairs (Invitational)</td>
<td>For bedside travel, a military medical officer has made the determination that bedside travel was warranted. Due to the nature and urgency of service member’s medical condition, the traveler initiated travel prior to obtaining authorization. Traveler is only authorized to be reimbursed for personally procured travel not to exceed GSA City Pair rate. For funeral and memorial travel, in accordance with 37 USC 481F, Travel and Transportation Allowances: Transportation of Survivors of Deceased Member to Attend Member’s Burial Ceremonies, by law, traveler is eligible relative in accordance with paragraph (C). Traveler is only authorized to be reimbursed for personally procured travel not to exceed GSA City Pair rate. Upload documentation indicating oral or verbal approval was granted (i.e., confirmatory orders). Redact any information protected by HIPAA privacy rules.</td>
</tr>
<tr>
<td>OO4 - Previous AUTH or VCH Manually Abandoned</td>
<td>Previous Authorization or Voucher had to be manually abandoned by the Defense Travel Management Office (DTMO) Travel Assistance Center (TAC). Provide DTMO TAC help desk ticket number, and if applicable, the TANUM and date of approval of manually abandoned TANUM in the remarks. If the abandoned authorization was not APPROVED prior to being manually abandoned, provide evidence that command APPROVED travel prior to traveler departing.</td>
</tr>
<tr>
<td>OO5 - Mission Critical - Other</td>
<td>Unusual and urgent mission requirements (e.g., response to downed aircraft, response to fire aboard ship, response to natural disaster, etc.) prevented the traveler from completing a DTS authorization prior to commencing TDY. Upload documentation indicating oral or verbal approval was granted (i.e., confirmatory orders).</td>
</tr>
<tr>
<td>OO6 - Routing Delay</td>
<td>Authorization was created prior to the start of trip, but routing delay resulted in the Approving Official not being able to apply the APPROVED stamp prior to the traveler’s departure. Routing delays can be caused by the Travel Management Company (TMC) in processing requests and travelers not signing a returned document or routing/Approving Officials not stamping documents prior to departure.</td>
</tr>
<tr>
<td>OO7 - Cancelled Trip</td>
<td>The traveler’s authorization was inadvertently cancelled and a new authorization was generated to allow the traveler to complete the vouchering process. Provide TANUM of the CANCELLED authorization and name of approver and date APPROVED. Original authorization was CANCELLED with no expenses incurred; however expenses were incurred and a replacement authorization is being generated to seek reimbursement. Provide TANUM of the CANCELLED authorization. In instances of CANCELLED trips, the AO may authorize or approve reimbursement of nonrefundable deposits, prepaid rent, late and early departure fees, limited</td>
</tr>
<tr>
<td>Reason Code</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>to the remaining lodging and tax expenses that would have been paid. Per JTR 020303-A.2. A traveler is responsible for canceling a room reservation within the established time frame to avoid any no-show charges and must obtain a cancellation number to reverse a no-show charge.</td>
</tr>
<tr>
<td>OO8 - DTS unavailable</td>
<td>Non-availability of DTS prevented approval of Authorization prior to or on trip start date. Provide conditions of non-availability of DTS and Defense Travel Management Office (DTMO) Travel Assistance Center (TAC) help desk ticket number(s) (if applicable).</td>
</tr>
<tr>
<td>OO9 - Import/Export or Partner System Delay</td>
<td>The traveler's authorization import was delayed due partner system issues or import interfaces issues. Upload documentation indicating oral or verbal approval was granted (i.e., confirmatory orders).</td>
</tr>
<tr>
<td>OO10 - Other</td>
<td>Circumstances of oral or verbal approval do not meet criteria of above reason codes. Describe conditions preventing approval in DTS prior to trip start and upload documentation indicating oral or verbal approval was granted (i.e., confirmatory orders).</td>
</tr>
</tbody>
</table>

**REASON CODES FOR LODGING NOT USED**
Appendix B: Lodging Related Reports

DTS provides lodging-related reports to identify those trips which did not use available, directed lodging when available and when the directed lodging was not available and the lodging facility provided a CNA. The DTA or an AO can run the lodging-related reports, if they have organization access, which is a requirement to use the DTS Report Scheduler for these specific reports. No other DTS permission levels or accesses are required for lodging reports.

B.1 Accessing Reports

From the DTS Dashboard:

1. Select Administration from the menu line. The administration options appear.
4. Scroll down the page to see the Defense Lodging Reports section.

There are two available reports.

- The Unavailability Report for Government Lodging Programs: Provides details from DTS documents when both of the following conditions are met:
  - The TDY location is a military installation that supports DoD Lodging and/or Privatized Lodging.
  - That lodging was unavailable when the reservations were booked.

  The report includes information about the military installation, the travel document, the Defense Lodging System used, the DoD Lodging CNA number (if applicable), a Privatized Lodging indicator (Y/N), and booking request dates. (Caution: See Section 3.3)

- The Non-Use Lodging Reason Justification Report: Provides details from DTS documents when both of the following conditions are met:
  - DoD Lodging, Privatized Lodging, and/or DoD Preferred Commercial Lodging was available at the TDY location.
  - The traveler simply did not use – or actually declined – that lodging.

  The report includes information about the TDY location, the travel document, any Pre-Audit Reason Codes and Justifications, and whether the traveler used alternative lodging.

5. Select the lodging report you need and submit the report for processing.
6. When the data is ready, return to the DTS Report Scheduler to download and review the information.

For more information on how to run reports in DTS, see the DTMO information paper, Reports in the Report Scheduler and the DTA Manual, Chapter 10: Reports.
Appendix C: Travel Management Company Support

TMCs arrange official travel on behalf of military and civilian travelers in accordance with DoD regulations and local policies. For ILP locations, they can assist with booking available DoD Privatized Lodging and DoD Preferred Commercial Lodging. Note: The TMC typically doesn’t help book DoD Lodging, so check your local business rules for guidance.

In most cases, you will make your reservations in DTS with TMC verification and ticketing support. If you cannot make the property selections in DTS due to system or connectivity problems, there are options to receive TMC assistance. On the DTMO website you can find information on how to contact your servicing TMC offline or when after-hours support is necessary. Note: Check your local business rules before contacting the TMC directly as you may incur a higher TMC fee. You can learn more about processing documents in the DTS Guide 2: Authorizations.

C.1 Request TMC Assistance in DTS

1. Create the authorization and select all reservations you can.

2. In Lodging, select the Request TMC Assistance link. The Request TMC Assistance box opens, the default Rate Category is Commercial, but other lodging types appear in the list. Note: Leave the Commercial default unless otherwise instructed.
   - (Optional) In the Additional Comments section add comments to the TMC message. Add information to support your lodging request, but don’t override the original wording to the TMC.
   - Select Send Request to transmit comments to the TMC.

3. Justify any Pre-Audit flags and Reason Codes.

4. Sign the authorization to send the request to the TMC for processing.
   - If you make a specific request, the TMC books it if it’s available or notifies you per local policy.
   - If you did not make a specific request, the TMC books an available room per DoD regulations.
   - The TMC updates the PNR which updates your reservations in DTS.

5. Verify the booked lodging in DTS and review the TMC Itinerary or reservation email.

6. If any additional Pre-Audit flags and Reason Codes occurred, justify them. If need be, re-sign the document to route it to the AO.

C.2 Contact TMC outside DTS

1. Create the authorization in DTS without selecting any reservations. If you don’t access the DTS Reservations module no PNR is established.

2. Justify any Pre Audit Flags and Reason Codes.

3. Hold and do not sign the document, if possible.
   - If you sign the trip, it will not route to the TMC for processing, so you will have to Edit the authorization after the offline booking occurs and re-sign the document.

4. Contact the TMC per local business rules.
- If you make a specific request that is IAW DoD regulations, the TMC books it; otherwise, the TMC books an available room per DoD policy, then notifies you per local policy.
- If you made a specific request that is not IAW DoD regulations, the TMC informs you of the regulatory requirements. The TMC contract may not allow the TMC to book a request that violates DoD regulations.
- If you did not make a specific request, the TMC books an available room per DoD regulations.
- TMC creates the PNR and emails you the Itinerary or reservation email.

5. Verify the booked lodging in the TMC Itinerary or reservation email.

6. Edit the trip. Because the PNR with booked reservations is NOT in DTS, you must manually add the reservation costs in DTS. Attach a copy of the PNR to your authorization or follow local process to document the reservations.

7. Review the authorization for Pre-Audit flags and Reason Codes and provide justifications.

8. Sign the authorization to route it to the AO for review and approval.
# Appendix D: Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
</tr>
<tr>
<td>AFB</td>
<td>Air Force Base</td>
</tr>
<tr>
<td>AO</td>
<td>Authorizing Official</td>
</tr>
<tr>
<td>APC</td>
<td>Agency Program Coordinator</td>
</tr>
<tr>
<td>AUTH</td>
<td>Authorization</td>
</tr>
<tr>
<td>CBA</td>
<td>Centrally Billed Account</td>
</tr>
<tr>
<td>CNA Number</td>
<td>Certificate of Non-Availability Number</td>
</tr>
<tr>
<td>CONUS</td>
<td>Contiguous United States</td>
</tr>
<tr>
<td>CPM</td>
<td>Component Program Manager</td>
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<td>CTO</td>
<td>Commercial Travel Office (now TMC)</td>
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<td>DoD</td>
<td>Department of Defense</td>
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<td>DTA</td>
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<td>Enhanced Use Lease</td>
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<td>FEMA</td>
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<td>GTCC</td>
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<td>IE</td>
<td>Incidental Expenses</td>
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<td>IHG</td>
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<td>ILP</td>
<td>Integrated Lodging Program</td>
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<td>JTR</td>
<td>Joint Travel Regulations</td>
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<td>LDSTA</td>
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<td>M&amp;IE</td>
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<td>PAL</td>
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<td>PDTATAC</td>
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<td>PPV</td>
<td>Public-Private Venture</td>
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<td>TAC</td>
<td>Travel Assistance Center</td>
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<td>Travel Authorization Number</td>
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<td>Acronym</td>
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<td>TDY</td>
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<td>TraX</td>
<td>Travel Explorer</td>
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<td>VCH</td>
<td>Voucher</td>
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<td>WBT</td>
<td>Web Based Training</td>
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## Appendix E: References

### GUIDES and MANUALS

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<td>DTS Guide 1: Getting Started</td>
<td><a href="https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF">https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF</a></td>
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<td>DTS Guide 2: Authorizations</td>
<td><a href="https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF">https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF</a></td>
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<td>DTS Guide 3: Vouchers</td>
<td><a href="https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF">https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF</a></td>
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<td>DTS Guide 4: Local Vouchers</td>
<td><a href="https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF">https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF</a></td>
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<td>DTS Guide 5: Group Authorizations</td>
<td><a href="https://media.defense.gov/2022/May/11/2002995238/-1/-1/0/DTS_GUIDE_5_GROUP_AUTHORIZATION.PDF">https://media.defense.gov/2022/May/11/2002995238/-1/-1/0/DTS_GUIDE_5_GROUP_AUTHORIZATION.PDF</a></td>
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<td>Integrated Lodging Program</td>
<td><a href="https://media.defense.gov/2021/Nov/09/2002890145/-1/-1/0/ILP_GUIDE.PDF">https://media.defense.gov/2021/Nov/09/2002890145/-1/-1/0/ILP_GUIDE.PDF</a></td>
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<td>Desktop Guide for Authorizing Officials</td>
<td><a href="https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF">https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF</a></td>
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### OTHER RESOURCES

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<td>DTMO Travel Programs and Services</td>
<td><a href="https://www.travel.dod.mil/Programs/">https://www.travel.dod.mil/Programs/</a></td>
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<td>Joint Travel Regulations (JTR)</td>
<td><a href="https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/">https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/</a></td>
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<td>General Services Administration (GSA) State Tax Map</td>
<td><a href="https://smartpay.gsa.gov/content/state-tax-information">https://smartpay.gsa.gov/content/state-tax-information</a></td>
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<td>FEMA Approved Lodging Facilities</td>
<td><a href="https://apps.usfa.fema.gov/hotel/">https://apps.usfa.fema.gov/hotel/</a></td>
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<td>DoD Adequacy Standards</td>
<td><a href="https://media.defense.gov/2022/Jul/07/2003031296/-1/-1/0/ILP_LODGING_ADEQUACY_STANDARDS.PDF">https://media.defense.gov/2022/Jul/07/2003031296/-1/-1/0/ILP_LODGING_ADEQUACY_STANDARDS.PDF</a></td>
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<td>Integrated Lodging Program Sites</td>
<td><a href="https://www.travel.dod.mil/Programs/Lodging/Integrated-Lodging-Program-Sites/">https://www.travel.dod.mil/Programs/Lodging/Integrated-Lodging-Program-Sites/</a></td>
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<td>Lookup ILP Rates (Search Tool)</td>
<td><a href="https://www.travel.dod.mil/Programs/Lodging/">https://www.travel.dod.mil/Programs/Lodging/</a></td>
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<td>DoD Lodging</td>
<td><a href="https://www.travel.dod.mil/Programs/Lodging/DoD-Lodging/">https://www.travel.dod.mil/Programs/Lodging/DoD-Lodging/</a></td>
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<td>DoD Lodging – Air Force Inns</td>
<td><a href="https://af.dodlodging.net/">https://af.dodlodging.net/</a></td>
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<td>DoD Lodging – Army Lodging</td>
<td><a href="https://army.dodlodging.net/">https://army.dodlodging.net/</a></td>
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<td>DoD Lodging – Navy Gateway Inns &amp; Suites</td>
<td><a href="https://ngis.dodlodging.net/">https://ngis.dodlodging.net/</a></td>
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<tr>
<td>DoD Lodging -Navy Lodge</td>
<td><a href="https://www.navy-lodge.com/">https://www.navy-lodge.com/</a></td>
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| DoD Lodging – Marine Lodge & Inn of the Corps | https://todlodging.net/  
|                                            | https://www.innsofthecorps.com/ |
| Public-Private Venture Lodging             | https://www.travel.dod.mil/Programs/Lodging/Public-Private-Venture-Lodging/ |
| PAL Army Hotels                            | https://www.ihg.com/ArmyHotels/content/us/en/installations |
| DoD Preferred Commercial Lodging           | https://www.travel.dod.mil/Programs/Lodging/DoD-Preferred-Commercial-Lodging/ |
| DoD Preferred Commercial Lodging Metro Locations | https://media.defense.gov/2022/Dec/07/2003127519/-1/-1/0/ILP_SITES_BY_METRO_AREA_20221207.PDF |
| Tips for Travelers – Link for YouTube Video | https://www.travel.dod.mil/Programs/Lodging/DoD-Preferred-Commercial-Lodging/ |
| Other Commercial Lodging                   | https://www.travel.dod.mil/Programs/Lodging/Other-Commercial-Lodging/ |
| FedRooms                                   | https://www.gsa.gov/travel/agency-services/fedrooms |
| DTS Overview Information Paper             | https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF |
| Update GTCC in DTS Profile Information Paper | https://media.defense.gov/2022/May/13/2002996885/-1/-1/0/GTCC_PROFILE_UPDATE.PDF |
## OTHER RESOURCES

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<td>Update GTCC in a DTS Authorization Information Paper</td>
<td><a href="https://media.defense.gov/2022/May/13/2002996886/-1/-1/0/UPDATING_DTS_AUTH_WITH_GTCC_INFO.PDF">https://media.defense.gov/2022/May/13/2002996886/-1/-1/0/UPDATING_DTS_AUTH_WITH_GTCC_INFO.PDF</a></td>
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| *Adjustments & Amendment Trifolds               | Update Authorization Trifold: [https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF](https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF)  
Update Voucher Trifold: [https://media.defense.gov/2021/Nov/08/2002889408/-1/-1/0/VOUCHER_FROM_AUTHORIZATION.PDF](https://media.defense.gov/2021/Nov/08/2002889408/-1/-1/0/VOUCHER_FROM_AUTHORIZATION.PDF) |
| Information Paper                               | Information Paper: [https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF](https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF) |

* Web-based training module is also available in [Travel Explorer (TraX)](https://media.defense.gov/2022/May/13/2002996886/-1/-1/0/UPDATING_DTS_AUTH_WITH_GTCC_INFO.PDF)