



**PER DIEM, TRAVEL, AND TRANSPORTATION
ALLOWANCE COMMITTEE**
4800 MARK CENTER DRIVE, SUITE 04J25-01
ALEXANDRIA, VA 22350-9000

April 22, 2022

MEMORANDUM FOR: MILITARY ADVISORY PANEL
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD for MAP/CAP 46-21(R) "ILP Exemption for Travel System Retaining Government Lodging Availability Documentation."

1. Purpose: This item creates an exemption from the Integrated Lodging Program (ILP) requirement to provide a certificate of non-availability number (CNA) for a travel system that retains documentation of Government quarters availability. Instead of requiring a CNA, the system will save documentation of Government quarters availability. The saved documentation will be available to the authorizing official to limit reimbursement if necessary.
2. This revision was approved by the Chair, Per Diem, Travel and Transportation, Allowance Committee.
3. These changes are scheduled to appear in the Joint Travel Regulations, dated May 1, 2022.
4. This revision is effective on April 21, 2022, when it was approved by the Chair.

Joel T. Ridenour
Deputy Director, Defense Travel Management
Office
Chief, Per Diem, Travel, and Transportation
Allowance Committee

Attachment:
Joint Travel Regulations Revisions

cc:
Civilian Board of Contract Appeals
Defense Travel Management Office
General Services Administration
U.S. Coast Guard Pay and Personnel Center



**HEADQUARTERS
DEFENSE HUMAN RESOURCES ACTIVITY
4800 MARK CENTER DRIVE, SUITE 06J25-01
ALEXANDRIA, VA 22350-4000**

MEMORANDUM FOR DIRECTOR, DEFENSE SUPPORT SERVICES CENTER

SUBJECT: Military and Civilian Advisory Panel Item 46-21(R), "ILP Exemption for Travel System Retaining Government Lodging Availability Documentation."

I hereby approve Military and Civilian Advisory Panel Item 46-21(R) for publication in the Joint Travel Regulations. Please take action to update the Joint Travel Regulations as appropriate.

William H. Booth
Director, Defense Human Resources Activity
Chair, Per Diem, Travel, and Transportation
Allowance Committee

Joint Travel Regulations Revisions

C. Use of Government Quarters. Government quarters are available to USCG, NOAA, and USPHS personnel only if the travel order directs their use. For Government quarters policy for Service members and civilian employees, see [Table 2-14](#).

Table 2-14. Government Quarters Use		
If...	Then...	
1	a Service member is sent on TDY to a U.S. installation and the Government quarters on that installation (not nearby) are adequate and available,	he or she is required to use Government quarters.
2	a Service member is provided a certificate of non-availability number for an installation initially,	he or she is not required to seek or check for Government quarters when on TDY to that installation.
3	a Service member is on TDY at a foreign installation,	he or she is not required to check for Government quarters availability unless directed to do so in the travel order.
4	a traveler is participating in a combined exercise or operation on a foreign government installation, or attending a foreign service school,	the AO may direct use of Government quarters on that installation.
5	a Service member is ordered on a TDY to a Joint Base with geographically separated locations that do not share a common perimeter,	he or she must use Government quarters located on the part of the base where the Service member is performing duty, unless the Service member receives a certificate of non-availability number at that location. A traveler should, but is not required to, use Government quarters at other locations geographically separated within the Joint Base.
6	adequate Government quarters are available on the U.S. installation to which a Service member is assigned TDY, but the Service member chooses to use other lodging,	the Service member is limited to the reimbursement cost of Government quarters on the assigned TDY installation (44 Comp. Gen. 626 (1965)).
7	adequate Government quarters are available on the foreign installation that a Service member is directed to use, but the Service member chooses to use other lodging,	
8	adequate Government quarters are available but a Service member is directed to procure commercial lodging off the U.S. installation,	the Service member is treated as though no Government quarters are available and is authorized the locality M&IE rate, instead of the Government meal rate (GMR) or the Proportional meal rate (PMR).

D. Limiting Per Diem Not Permitted. Per diem reimbursement cannot be limited to the Government quarters rate if the installation to which a Service member has been assigned TDY does not have Government quarters, even if a nearby installation does have Government quarters.

E. Government Quarters Are Unavailable. Travel orders or travel vouchers must document when Government quarters are not available at the U.S. installation to which the traveler is assigned TDY. The Services have predetermined that Government quarters are considered unavailable when:

1. A TDY or delay point is somewhere other than a U.S. installation.

Joint Travel Regulations Revisions

2. An AO determines that using Government quarters would adversely affect mission performance. This statement does not apply to:

- a. A Service member attending a Service school at a Uniformed Service facility.
- b. Any officer in a pay grade of O-7 through O-10 or Senior Executive Service (SES) employee who personally determines quarters availability.

3. A Service member has been assigned TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status.

4. TDY is at a Joint Base without a common perimeter and the Government quarters are located at a geographically separate part of the Joint Base from the duty location.

F. Required Documentation When Government Quarters Are Not Available. When Government quarters are not available, a DoD Service member is required to obtain a certificate of non-availability number provided by the Service's lodging registration process to justify reimbursement for commercial lodging and per diem. When Government quarters are not available at an ILP site, a civilian employee is required to obtain a certificate of non-availability number provided by the Service's lodging registration process to justify reimbursement for commercial lodging and per diem. If a travel system electronically retains documentation of Government quarters availability when Government quarters are not selected for use, then the Service member or civilian employee is exempt from the ILP requirement to obtain a certificate of non-availability number.

The following pages are the same
Policy with changes tracked

Joint Travel Regulations Revisions

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1	a Service member is sent on TDY to a U.S. installation and the Government quarters on that installation (not nearby) are adequate and available,	he or she is required to use Government quarters.
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6	adequate Government quarters are available on the U.S. installation to which a Service member is assigned TDY, but the Service member chooses to use other lodging,	the Service member is limited to the reimbursement cost of Government quarters on the assigned TDY installation (44 Comp. Gen. 626 (1965)).
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Joint Travel Regulations Revisions

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