

Civilian Employee Does not Stay at an Integrated Lodging Program Pilot ILPP (ILPP) Preferred Location (JTR par. 020303-B2)

A civilian employee is on TDY from Alexandria, Virginia, to Phoenix, Arizona. The traveler leaves Alexandria on March 4 and returns on March 16 (12 nights). The locality per diem rate for Phoenix is \$174 lodging, \$54 meals, and \$5 incidental expenses. Phoenix is an Integrated Lodging Program Pilot (ILPP) site, and there are ILPP rooms available for the TDY 12-night period at a cost of \$125 per night. The taxes in Phoenix are 5% state tax, 3% county hotel tax, and 2% city room tax.

Civilian employees are required to use ILPP facilities, if available. Otherwise, the maximum lodging cost is limited to the cost of the ILPP lodging. The civilian employee stays at a non-ILPP hotel because he or she receives rewards points for the stay. The lodging at his or her hotel of choice costs \$150 per night. The lodging computation would look like the following:

| Actual Lodging Cost Incurred by Civilian Employee | |
|--|------------------|
| Calculate the room cost. | |
| \$150 per night x 12 nights | \$1,800.00 |
| Calculate the state taxes. | |
| \$150 x .05 x 12 nights | \$90.00 |
| Calculate the county hotel taxes. | |
| \$150 x .03 x 12 nights | \$54.00 |
| Calculate the city room taxes. | |
| \$150 x .02 x 12 nights | \$36.00 |
| Total actual lodging cost to the Civilian Employee: | \$1980.00 |

| ILPP Room Cost | |
|--|-------------------|
| Calculate the ILPP room cost. | |
| \$125 per night x 12 nights | \$1,500.00 |
| Calculate the state taxes. | |
| \$125 x .05 x 12 nights | \$75.00 |
| Calculate the county hotel taxes. | |
| \$125 x .03 x 12 nights | \$45.00 |
| Calculate the city room taxes. | |
| \$125 x .02 x 12 | \$30.00 |
| Total Cost for an ILPP Room: | \$1,650.00 |

The civilian employee would be reimbursed \$1650. He or she did not stay in the ILPP available lodgings because of personal choice. So, even though the actual lodging cost incurred was within the locality per diem rate, the reimbursement is limited to the room cost and taxes based on the ILPP lodging facility.