

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

Department of Defense (DoD) Integrated Lodging Program (ILP)

Section 642 of the Fiscal Year 2021 National Defense Authorization Act authorizes DoD to conduct a permanent Government lodging program. The DoD established the ILP to achieve reduced rates, provide better services, enhance the traveler's experience, and provide greater safety and security.

A. Eligibility. The ILP applies to DoD travelers on a temporary duty (TDY) with an overnight stay at one of the selected ILP sites. It is effective for all orders or authorizations issued on or after June 15, 2015, or the date a site becomes part of the ILP. The Defense Travel Management Office's (DTMO) website contains ILP sites, ILP rates, and ILP start dates. Sites include metropolitan areas. The ILP does not apply to U.S. Coast Guard, U.S. Public Health Service, or National Oceanic and Atmospheric Administration personnel.

B. Policy Requirements.

1. Service members and civilian employees on a TDY to an ILP site must use ILP lodging in the following priority order:

- a. Government quarters.
- b. Privatized lodging, such as Privatized Army Lodging.
- c. DoD Preferred commercial lodging.

2. Travelers on a TDY to an ILP site must use approved DoD Preferred lodging when Government quarters or privatized lodging are not available. The DTMO website lists approved properties (see <https://www.travel.dod.mil/Programs/Lodging/DoD-Preferred-Commercial-Lodging/>). A traveler must book preferred commercial lodging through a Government electronic travel system or the contracted Travel Management Company (TMC).

C. Government Quarters Use.

1. Civilian employees on a TDY to a U.S. installation (but not a nearby location) at one of the ILP sites must use adequate—based on DoD and Service standards—Government quarters when available. If adequate Government quarters are available and the civilian employee chooses to use other lodging, reimbursement is limited to the cost of the Government quarters. Government quarters are considered not available when:

- a. The TDY is at other than a U.S. installation.
- b. The Authorizing Official (AO) determines that use of Government quarters would adversely affect mission performance. A Senior Executive Service civilian employee may determine availability of Government quarters for their own travel.

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- c. On permanent duty travel (PDT) while en route to the new PDS.
 - d. Travel is in connection with a permanent change of station (PCS), the family accompanies the civilian employee, and Government quarters are not available for the family.
 - e. A civilian employee is on TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status.
 - f. The civilian employee is on TDY to a joint base and the Government quarters are located on a part of the base that is geographically separated from the duty location. They do not share a perimeter.
 - g. Reservations cannot be booked in a Government electronic travel system.
2. Government quarters are considered not available for a Service member when:
- a. The TDY is at a location other than a U.S. installation.
 - b. The AO determines that use of Government quarters would adversely affect mission performance. Officers in pay grades O-7 through O-10 may determine availability of Government quarters for their own travel.
 - c. He or she is attending a service school at a Uniformed Service facility.
 - d. On PDT during en route travel periods.
 - e. Travel is in connection with a PCS and one of the following apply:
 - (1) Per diem is payable using the Monetary Allowance in Lieu of Transportation Plus pPer Diem (MALT Plus) method.
 - (2) The Service member is authorized concurrent travel, and the family—including the Service member—cannot lodge together in Government quarters at a point of embarkation or point of debarkation.
 - (3) The travel is to a ship or afloat staff with a home port outside of the continental United States and Government quarters are not available for the entire family in the following situations:
 - (a) The Service member is accompanied by his or her dependents authorized concurrent travel.
 - (b) The Service member is put on a TDY at the home port while awaiting ship or staff arrival or onward transportation.

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f. The Service member is on a TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status.

D. Non-Availability Documentation. The traveler must document that Government quarters are not available by annotating a non-availability confirmation number provided by the Service's lodging registration process.

E. Exceptions to Use of the ILP. The AO may authorize or approve an exception to the required use of a Government lodging program property at an ILP site when:

1. Lodging is not available at the approved lodging accommodations. If a Government electronic travel system, i.e. the Defense Travel System (DTS), or TMC is not used, the traveler must provide a non-availability confirmation number or the date the traveler attempted to make reservations, along with the phone number and name of the point of contact at the hotel.

2. Available Government lodging does not meet the DoD adequacy standards.

3. There is excessive distance between the lodging facility and places of duty (25 miles) and the use of approved lodging would cause additional local transportation expenses like parking charges.

4. The use of a Government lodging program property at an ILP site facility adversely affects mission performance.

5. All meals are not available on a Government installation during non-working hours and there is an excessive distance between the lodging facility and available dining options off the Government installation.

6. The traveler can obtain a room rate equal to or lower than the ILP maximum rate for that location.

F. Lodging Reimbursement for Travelers Who Elect Not to Use the ILP. When an ILP site is available but not used by the traveler, and one of the exemptions above does not apply, lodging cost reimbursement is limited to the amount the Government would have paid if arrangements had been made directly through the TMC or Government electronic travel system. The traveler must be reimbursed actual lodging costs no greater than the rate the Government would have paid, in other words the ILP negotiated rate, plus taxes, unless the traveler is tax exempt at that location for commercial lodging. The traveler is financially responsible for all other costs associated with lodging other than ILP site use.