Attention all Travelers, Authorizing Officials, and Travel POCs,

EFFECTIVE SEPTEMBER 1, 2015:

The Joint Travel Regulations (JTR) require travelers going TDY to use the Defense Travel System (DTS) to book lodging, both government quarters (when available in DTS) and commercial lodging. This new language clarifies the current DTS mandatory use requirement. To support this policy, DTS automatically routes travelers to the Lodging Reservation Module to book lodging when creating an authorization for multi-day travel.

1. If traveling to a NON-Integrated Lodging Program Pilot (ILPP) site, travelers must book lodging from lodging tab 2 "preferred lodging", if available.

2. If traveling to an ILPP site, travelers must first book lodging from lodging tab 1 "DoD Lodging". If DoD lodging is not available, then book from tab 2 "preferred lodging".

3. Travelers should only contact the Commercial Travel Office (CTO) directly when DTS is not available or commercial lodging at the TDY location cannot be found in DTS.

4. Travelers, ordered to execute long-term TDY on a flat rate per diem basis who cannot make long-term lodging arrangements individually should contact CTO to find adequate lodging.

5. Reservations made for multiple travelers may be negotiated and booked outside the DTS/CTO (e.g. scheduled training courses where mass reservations are made in advance to facilitate a large number of rooms, etc.).

6. The only exceptions to using DTS or CTO include when lodging is arranged at a lower cost than available through DTS or the CTO, such as lodging in conjunction with a conference, mass training evolutions, unit movements or when arranging lodging on a weekly or monthly basis for long term TDY.

7. When a CTO is available, but not used by the traveler, reimbursement for the transportation and/or lodging cost is limited to the amount the government would have paid if the arrangements had been made directly through the CTO.

8. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY CONSTRUCTED AIRFARE that meets mission requirements.

JTR changes are posted at http://www.defensetravel.dod.mil/site/changesjtr.cfm?ID=82.