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UNCLAS //N01000//
SUBJ/PAY AND PERSONNEL INFORMATION BULLETIN 22-15//
SECINFO/-/-//
MSGID/GENADMIN, USMTF,2008/COMNAVPERSCOM MILLINGTON TN//
REF/A/DOC/JOINT TRAVEL REGULATIONS//
AMPN/REF A IS JTR CHAPTER 2//
POC/MNCC MR. RON ATES AT 901-874-4363/EMAIL: RONNIE.G.ATES.CIV@US.NAVY.MIL//
GENTEXT/REMARKS/1. PASS TO CO, XO, SEL, ADMINOFF, PERSOFF, CCC/NC, COMMAND
PAY AND PERSONNEL ADMINISTRATOR (CPPA) AND DISBO.
THIS MESSAGE TARGETS PERSONNEL, ADMINISTRATIVE, DISBURSING, AND PASS OFFICES
REGARDING CURRENT PAY/PERSONNEL ISSUES FOR BOTH ACTIVE AND RESERVE PERSONNEL.

2. ISSUE 221501: Vacation Rental Lodging Reimbursement Connected with Official Travel. This PPIB is issued to provide clarification to existing reimbursement policy regarding the procurement of vacation rental lodging while performing official travel.

3. Vacation Rentals. A vacation rental is any furnished apartment, house, condominium, or dwelling, including any portion thereof, that is rented on a temporary basis as an alternative to a hotel. The list of vacation rentals includes, but is not limited to Airbnb, HomeAway, and Vacation Rentals by Owner.

4. Travelers are not to utilize vacation rentals during official travel when established criteria are not met per REF A that specifies:

a. The lodging provider must be compliant with U.S. Fire Administration guidelines for safety: <https://apps.usfa.fema.gov/hotel>. A residence listed on a vacation rental site likely hasn't been inspected by the Federal Emergency Management Agency.

b. Lodging must be booked through Defense Travel System (DTS) or via your organization's contracted Travel Management Company (TMC) for Temporary Duty (TDY) travel. Vacation rental websites are not in DTS, nor are they considered TMCs.

c. Lodging receipts must be itemized with daily room costs, taxes, and miscellaneous fees to authorize reimbursement. Vacation rental receipts often combine taxes and fees. In such cases, only the room cost is reimbursed because of taxes and fees are not itemized costs.

d. Travelers must use the Department of Defense Integrated Lodging Program (ILP) facilities if available as outlined in REF A ILP supplement AP-ILPP-01: <https://www.defensetravel.dod.mil/Docs/AP-ILPP-01.pdf>. There are no exceptions listed under the DoD Integrated Lodging Program during TDY travel. During PCS travel, a Service member must follow guidance for Temporary Lodging Expense (TLE).

5. Although vacation rental usage for official travel is not normally permitted, the traveler may be reimbursed for the costs with proper documentation that is acceptable to the AO. Appropriate disciplinary action by Commanders is expected for traveler's failure to follow the regulatory guidance.

6. Request widest dissemination to allow travelers to make proper decisions IAW JTR while obtaining lodging for official travel.//

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