

Sir or Ma'am,

Two DoD travel-related news items may affect upcoming official travel.

**\*\*Update your Government Travel Charge Card expiration date in the DTS\*\***

Individual Reservists receiving new GTCCs with chip and PIN security features must update the card's expiration date in the Defense Travel System. This update must be completed prior to creating travel arrangements, as the new expiration date will not flow to existing orders. To update card information, log-in to DTS, select "travelers setup" and then "update personal profile." Select "my account information" and enter the GTCC expiration date in the appropriate field.

Use the following link for detailed instructions for updating your personal information: [http://www.defensetravel.dod.mil/Docs/Updating\\_Profile\\_In\\_DTS.pdf](http://www.defensetravel.dod.mil/Docs/Updating_Profile_In_DTS.pdf).

**\*\*DoD Integrated Lodging Pilot Program\*\***

The DoD's new Integrated Lodging Program requires travelers who are TDY to seven locations to use DTS to reserve lodging. This program ensures travelers obtain lodging close to TDY locations, are protected from certain fees, are offered certain amenities at no extra cost, and ensures rooms are at or below per diem.

The pilot sites are: Charleston, SC (Joint Base Charleston); Dayton, OH (Wright-Patterson Air Force Base); Norfolk, VA (Select area U.S. military installations); Saratoga Springs, NY (Naval Support Activity Saratoga Springs); Seattle-Tacoma Airport area, WA; Tampa, FL (MacDill Air Force Base); and Twenty-nine Palms, CA (Marine Corps Air Ground Combat Center).

DTS will automatically identify government or preferred commercial lodging and guide users through the reservation process. The system includes pop-ups, pre-audits with non-use justification, and a non-availability number if government lodging is unavailable. Travelers must check availability at government and DoD-preferred commercial lodging before booking other accommodations. If government or DOD-preferred commercial lodging is available and the traveler uses other lodging, reimbursement is limited to the amount the government would have paid if directed lodging was used.

Additional resources on this topic are available on the DTMO website at <http://www.defensetravel.dod.mil/site/lodging.cfm>. A copy of the official JTR policy is also available: <http://www.defensetravel.dod.mil/site/lodging.cfm>.

For more information, contact the IMA Travel Office at 1-800-808-5942, DSN 625-5800 or [Dobbins.imatravel@us.af.mil](mailto:Dobbins.imatravel@us.af.mil).

HQ Individual Reservist Readiness and Integration Organization

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**\*\*Previous ARCNet messages are located in the [Resources section](#) of our website\*\***