

CIVMAR TRAVEL ADVISORY 2011-02 (HOTEL LODGING RECEIPTS - CANNOT USE ONLINE BOOKING AGENT) SENT TO FLEET 08/19/2011

(INFO ORIGINALLY SENT 10/28/2010 VIA CIVMAR TRAVEL ADVISORY 2010-04 "THIRD PARTY HOTEL RECEIPTS - JTR UPDATE")

Attention All Travelers:

In compliance with the November 2010 change to the JTR, published 31 October 2010, the MSFSC Travel Office will no longer be able to pay lodging expenses if you have used an on-line booking agent and additionally the hotel where you stayed will not give you an itemized receipt. In most cases the hotel is not a party to the contract between you and the third party vendor, e.g. Hotels.com or Priceline.com, therefore they are not required and will not provide an itemized receipt.

The remedy is that you avoid Travelocity, Expedia, Hotels.com, Priceline, and any other on-line booking agents for lodging. The easiest and safest way is to make lodging reservation directly with the hotel/motel/lodging facility.

JTR Reference:

C4555-B5: On-Line Booking Tool. Despite any savings realized through online booking agents, subject to Service requirements the CTO should be used for lodging arrangements or the traveler should reserve a room directly with the hotel/chain (including the hotel's online website). Lodging reimbursement is not authorized for hotel lodging obtained through online booking agents unless an itemized receipt from the hotel is provided.