



REPLY TO
Actual Expense
Allowance ATTENTION
OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

SCCS

6 July 2004

POLICY MEMORANDUM NO. 9-04

From: Chief of Staff
To: See Distribution

SUBJECT: Lodging Success Program (LSP) and Actual Expense Allowance (AEA)

1. References:

- a. DA Message, DTG: 121631Z, May 04, subject: Lodging Success Program (enclosed).
- b. The General Services Administration Federal Premier Lodging Program (FPLP)
- c. Joint Travel Regulation (JTR), Joint Federal Travel regulation (JFTR).

2. The Lodging Success Program (LSP) provides high quality lodging at rates typically 20 percent below the lodging portion of locality per diem rate, when on-post lodging is not available. Use of this program should result in a substantial cost avoidance to the United States Southern Command (USSOUTHCOM) travel accounts. A listing of current LSP areas and hotels is available at www.lodgingsuccess.com.

3. USSOUTHCOM-funded travelers who fail to use LSP government contract quarters risk reduced reimbursement for lodging. To ensure travelers are fully aware of and use LSP government contract quarters, TDY orders to LSP locations (block 16, DD Form 1610) should include a statement that travelers must contact the Central Reservation Center (CRC) at 1-800-462-7691 or the web site at centralreservations@cfsc.army.mil for lodging accommodations. When space is unavailable, the CRC will issue a non-availability control number, which should also be annotated in block 16 of the DD Form 1610.

4. The General Services Administration has implemented the Federal Premier Lodging Program (FPLP). This program lists 1,200 hotels in 70 cities throughout the country that provide lodging at or below the per diem rate. If the TDY location is not covered by LSP or if LSP contract quarters are not available, the traveler is encouraged to use FPLP to obtain quality lodging accommodations. The FPLP web site address is www.gsa.gov/fplp. If lodging is not available through either of these two programs, personnel may contact any other lodging facility in the TDY location that offers accommodations at reasonable rates and meets the fire safe requirements of Federal Emergency Management Agency.

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5. The city of Miami is a Lodging Success Program area. USSOUTHCOM personnel hosting local visitors and conferences should advise out-of-town participants to use LSP lodging accommodations. Contract lodging for command conferences should use hotels participating in LSP to the maximum extent possible.
6. The travel requesting or travel approving official (normally the traveler's supervisor or person at the next higher level, who has full knowledge of the purpose and requirement for the travel and signs the travel orders) should ensure that the traveler has obtained and included in his orders the LSP confirmation number or statement of non-availability number if travel is to an LSP location.
7. The prescribed per diem rate for a locality is generally adequate; however, it may be insufficient for a particular travel assignment because of special duties assigned to the traveler or an increase in lodging costs. Examples of travel assignments or situations that may warrant the authorization of Actual Expense Allowance (AEA) are:
 - a. Employee is traveling with a dignitary and is required to stay in the same hotel.
 - b. Travel is to an area where the established per diem is generally adequate; however, for a short period of time, during a special function or event (e.g. national sport event or large convention), costs have significantly escalated and:
 - (1) Affordable lodging is not available or cannot be obtained within a reasonable commuting distance from the employee's TDY site.
 - (2) Transportation costs to commute to and from the less expensive lodging facility will consume most or all of the savings achieved from occupying the less expensive lodging.
8. SCJ8 will approve AEA requests on a case-by-case basis. The traveler should submit an AEA request through their travel approving official prior to performing their TDY. Requests should contain the following data:
 - a. Identity of the senior member of the party, whether civilian or military, including grade, full name, SSN, and branch of service.
 - b. Full names of other employees also performing the the travel or TDY involved, including grade, SSN, and branch of service.
 - c. Information indicating expected expenses, amount of allowances necessary, or reasons why normal per diem is inadequate.
 - d. Reasons normal accommodations within the prescribed per diem allowance are inadequate.

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9. Request for approval of an AEA after travel is completed must include a detailed statement showing dates and amounts paid. Vouchers or receipts should not be submitted with the request for AEA. Those documents must be submitted to the disbursing/finance/travel office.

10. The point of contact is Ms. La June Castro, SCJ8, ext. 1358.

FOR THE COMMANDER:



MICHAEL R. LEHNERT
Brigadier General U.S. Marine Corps
Chief Of Staff, U.S. Southern Command

Encl

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TOR: 5/13/2004 10:14:25 AM

Prec: R
DTG: 121631Z May 04

From: DA WASHINGTON DC//CFSC-ZA//
Subj: LODGING SUCCESS PROGRAM (LSP)

RTAUZYUW RUEWMFU1632 1331632-UUUU--RUCRARM.
ZNR UUUUU ZYW ZOC ZEO T ALL US ARMY REPS AND ACTIVITIES
R 121631Z MAY 04
FM DA WASHINGTON DC//CFSC-ZA//
TO ALARACT
ZEN/AL ALARACT
BT

UNCLAS ALARACT 080/2004
SUBJECT: LODGING SUCCESS PROGRAM (LSP)

REFERENCES:

- A. MESSAGE, USACFSC//CFSC-AL//DTG232145ZFEB00.
- B. JOINT FEDERAL TRAVEL REGULATIONS (JFTR), VOL 1, PARAS U1045, U2015, U4129, U4520 AND APPENDIX A, (GOVERNMENT QUARTERS, NO.2).
- C. JOINT TRAVEL REGULATIONS (JTR), VOL II, PARAS C1055, C1058.
- D. DOD 4165.63M, DOD HOUSING MANAGEMENT, SEPTEMBER 1993
- E. AR 210-50, HOUSING MANAGEMENT, FEBRUARY 1999.
1. THIS MSG ANNOUNCES THE LATEST UPDATE OF THE LODGING SUCCESS PROGRAM (LSP). REQUEST WIDEST DISSEMINATION OF THIS MSG TO ALL TRAVELERS, TRAVEL ORDER AUTHORIZING OFFICIALS, TRAVEL OFFICES, AND

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PREPARERS OF TRAVEL ORDERS. THIS MESSAGE APPLIES ONLY TO MISSION TDY REQUIREMENTS. INSTITUTIONAL TRAINING TRAVEL GUIDELINES ARE ISSUED UNDER SEPARATE COVER BY THE ODCS, G-3.

2. IN ACCORDANCE WITH DOD 4165.63M, DOD HOUSING MANAGEMENT, PARA C5.1.3.11, FOR OFFICIAL ARMY TRAVELERS, LSP GOVERNMENT CONTRACT HOTELS ARE CONSIDERED GOVERNMENT QUARTERS FOR ASSIGNMENT PURPOSES. ARMY TRAVELERS WHO FAIL TO USE THE LSP GOVERNMENT CONTRACT QUARTERS RISK REDUCED REIMBURSEMENT FOR LODGING.

3. LSP PROVIDES HIGH QUALITY LODGING AT RATES TYPICALLY 20% BELOW THE LODGING PORTION OF PER DIEM RESULTING IN A SUBSTANTIAL COST AVOIDANCE TO ARMY TRAVEL ACCOUNTS. FY03 COST AVOIDANCE WAS APPROXIMATELY \$4.1M WHEN COMPARING THE LSP RATE TO THE OFFICIAL LODGING PORTION OF PER

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DIEM.

4. TO ENSURE TRAVELERS ARE FULLY AWARE OF AND USE LSP GOVERNMENT CONTRACT QUARTERS, TDY ORDERS (DD 1610 BLOCK 16 REMARKS) SHOULD INCLUDE A STATEMENT THAT TRAVELERS MUST CHECK ON-POST AND GOVERNMENT QUARTERS BY CALLING THE CENTRAL RESERVATION CENTER (CRC) AT 1-800-462-7691 (1-800-GO-ARMY-1) OR CENTRALRESERVATIONS@CFSC.ARMY.MIL. CRC ALSO HANDLES GROUP AND MEETING SPACE ARRANGEMENTS. LSP CONTRACT HOTELS ACCEPT THE

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GOVERNMENT-SPONSORED CHARGE CARD.

5. THE CRC WILL ISSUE A NONAVAILABILITY (NA) CONTROL NUMBER (IAW AR 210-50, PARA 3.42.E (3)) WHEN SPACE IS UNAVAILABLE. THE NONAVAILABILITY CONTROL NUMBER SHOULD BE ANNOTATED ON TRAVEL ORDERS (DD FORM 1610), BLOCK 16 (REMARKS). FINANCE AND ACCOUNTING MAY CONTACT CRC FOR VERIFICATION OF NONAVAILABILITY. CRC ONLY ISSUES NA'S WHEN THE LSP HOTEL ROOM BLOCK IS FULL. CRC CANNOT ISSUE BACKDATED NAS.

6. TRAVELERS ARE REMINDED CANCELLATION OF LODGING RESERVATIONS IS THEIR PERSONAL RESPONSIBILITY. IF CANCELLATION OCCURS PRIOR TO THE SCHEDULED ARRIVAL DATE, CONTACT CRC (1-800-462-7691). IF CANCELLATION OCCURS ON THE SCHEDULED ARRIVAL DATE, CONTACT THE APPROPRIATE LSP HOTEL DIRECTLY. FAILURE TO CANCEL RESERVATIONS THAT ARE NOT UTILIZED MAY RESULT IN AUTOMATIC CHARGES TO THE CREDIT CARD FOR THE FIRST NIGHT'S STAY. THIS IS STANDARD PRACTICE IN THE HOTEL INDUSTRY. TRAVELERS ARE ENCOURAGED TO RETAIN THEIR CANCELLATION NUMBER AS A SOURCE OF REFERENCE.

7. TRAVEL WITHIN CONUS IS SUBJECT TO APPLICABLE HOTEL TAXES. TAXES ARE A SEPARATE REIMBURSABLE MISCELLANEOUS TRAVEL EXPENSE. REIMBURSEMENT IS LIMITED TO THE TAXES ON LODGING COSTS IAW THE JTR

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AND JFTR. TRAVELERS SHOULD REQUEST TAX EXEMPTION WHEN CHECKING INTO HOTELS. TRAVELERS CAN CHECK STATE TAX EXEMPT INFORMATION AT THE OFFICE OF GOVERNMENT POLICY WEBSITE, SELECT TRAVEL MANAGEMENT POLICY AND SELECT APPROPRIATE STATE TAX EXEMPTION LISTING OR AT WWW.LODGINGSUCCESS.COM.

8. THE FOLLOWING ARE CURRENTLY LSP AREAS: NATIONAL CAPITAL REGION (NCR)-NORTHERN VIRGINIA; SAN ANTONIO, TX; ATLANTA, GA; NEWPORT NEWS/HAMPTON, VA; PETERSBURG, VA; MIAMI, FL. IT IS IMPERATIVE THAT LODGING ARRANGEMENTS BE MADE WITH CRC (1-800-462-7691) AS FAR IN ADVANCE AS POSSIBLE TO MAXIMIZE USE OF CONTRACTED HOTEL ROOM RATES. THE LSP IS IN THE PROCESS OF EXPANDING. AS NEW GEOGRAPHIC AREAS AND HOTELS ARE ADDED THEY WILL BE ANNOUNCED ON THE LSP WEBSITE. A LISTING OF CURRENT LSP AREAS AND HOTELS IS AVAILABLE AT WWW.LODGINGSUCCESS.COM.

9. THE CRC IS OPEN 24 HOURS/DAY, 7 DAYS/WEEK EXCEPT FOR FEDERAL HOLIDAYS. FOR ALL LODGING ACCOMMODATIONS, CALL TOLL FREE 1-800-462-7691 (1-800-GO-ARMY-1) OR DSN 897- 2790 OR CENTRALRESERVATIONS@CFSC.ARMY.MIL.

10. POINTS OF CONTACT ARE: FOR CRC (RESERVATIONS OPERATION) ANGELA MORROW, MGR, CRC, COM: (256) 313-2701, DSN: 897-2701, E-MAIL:

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ANGELA.MORROW@CFSC.ARMY.MIL. FOR PROGRAM INFORMATION: JAN MORGAN, CHIEF, CENTRAL CONTRACTS, USACFSC-BPL, COM: (703) 681-5370, DSN: 761-5370, E-MAIL: JAN.MORGAN@CFSC.ARMY.MIL. FOR DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS-PCT/IN) FINANCE INQUIRIES CONTACT SHEILA MELTON AT DSN 699-5372, COM 317-510-5372, E-MAIL: SHEILA.MELTON@DFAS.MIL.

11. THIS MSG IS THE OFFICIAL MAY 2004 PUBLICATION AND SUPERSEDES PREVIOUS MSGS ON SUBJ INFO.

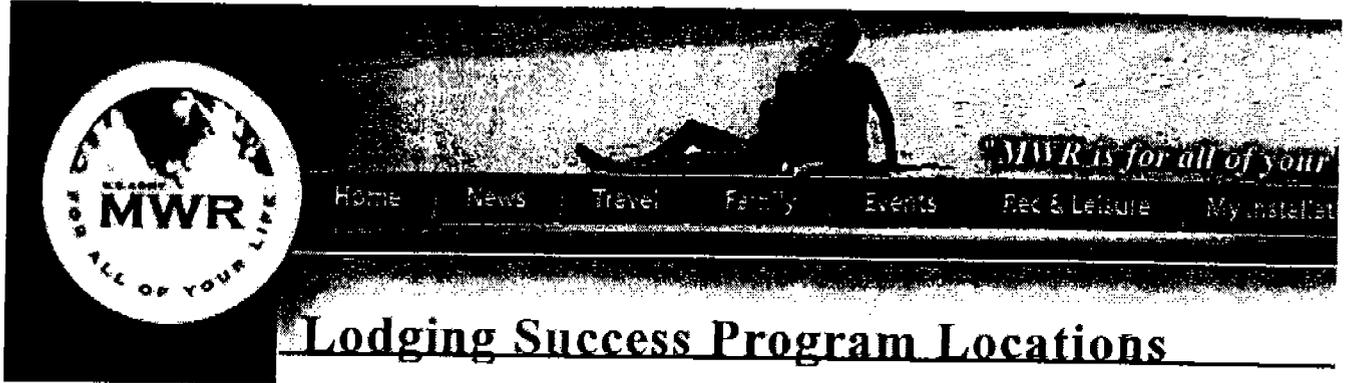
12. EXPIRATION DATE CANNOT BE DETERMINED

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Lodging Success Program Locations

- [Reservations](#)
- [Locations](#)
- [Per Diem](#)
- [LSP Exception Policy](#)
- [Feedback](#)
- [FAQ's](#)

where you are > [Travel](#) > [Lodging](#) > [Lodging Success Program](#) >

Lodging Success Program Locations (ud.27Feb04)

| | |
|---|---|
| Full Service, Limited Service and Extended Stay Contracts | For Reservations at Lodging Success Hotels Call Toll Free 1-800-GO-ARMY-1 (1-800-462-7691) |
|---|---|



[National Capital Region](#) | [Fort Lee Area, Virginia](#) | [Hampton Roads Area, Virginia](#) | [Puerto Rico](#) | [Atlanta, Georgia](#) | [Miami, Florida](#) | [San Antonio, Texas](#) |

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LSP National Capital Region (Tax not included)
Hotels, at their discretion, may offer a lower rate.

QUALITY HOTEL AND SUITES COURTHOUSE

Full Service
1200 North Courthouse Road
Arlington, Virginia 22201
Contract # NAFBA1-03-D-0007

Rate \$99.00
(34% below per diem, Base Year)
Effective 15 Apr 03 - 14 Apr 04
Additional Services (Base Year)
Meeting Room Rental discount: 30%
Audio Visual discount: 0%
Catering discount: 0%
Misc. Conference Services discount: 0%
Blackout Dates: YES

SHERATON PENTAGON SOUTH ALEXANDRIA

Full Service
4641 Kenmore Avenue
Alexandria, Virginia 22304
Contract # NAFBA1-03-D-0015

Rate \$120.00
(20% below per diem, Base Year)
Effective 17 Apr 03 - 16 Apr 04
Additional Services (Base Year)
Meeting Room Rental discount: 10%
Audio Visual discount: 10%
Catering discount: 10%
Misc. Conference Services discount: 10%
Blackout Dates: NO

SHERATON SUITES ALEXANDRIA
Full Service
801 North Saint Asaph Street

HOLIDAY INN EISENHOWER

Limited Service
2460 Eisenhower Drive
Alexandria, Virginia 22314
Contract # NAFBA1-03-D-0026

Rate \$105.00
(30% below per diem, Base Year)
Effective 7 July 03 - 6 July 04
Blackout Dates: NO

HYATT REGENCY CRYSTAL CITY

Limited Service
2799 Jefferson Davis Highway
Arlington, Virginia 22202
Contract # NAFBA1-03-D-0021

Rate \$109.01
(27.33% below per diem, Base Year)
Effective 9 Jul 03 - 8 Jul 04
Blackout Dates: YES

SPRINGFIELD HILTON

Limited Service
6550 Loisdale Road
Springfield, Virginia 22150-1801
Contract # NAFBA1-03-D-0023

Rate \$120.00
(20% below per diem, Base Year)
Effective 7 Jul 03 - 6 Jul 04
Blackout Dates: NO

WASHINGTON SUITES ALEXANDRIA

Limited Service
100 South Reynolds Street
Alexandria, Virginia 22304

Alexandria, Virginia 22314
 Contract # NAFBA1-03-D-0016

Rate \$122.00
 (18.67% below per diem, Base Year)
 Effective 14 Apr 03 - 13 Apr 04
 Additional Services
 Meeting Room Rental discount: 10%
 Audio Visual discount: 10%
 Catering discount: 10%
 Misc. Conference Services discount: 10%
 Blackout Dates: YES

ALEXANDRIA HILTON AT MARK CENTER
 Limited Service
 5000 Seminary Road
 Alexandria, Virginia 22311
 Contract # NAFBA1-03-D-0025

Rate \$120.00
 (20% below per diem, Base Year)
 Effective 11 Jul 03 - 01 Jul 04
 Blackout Dates: YES

DOUBLETREE CRYSTAL CITY
 Limited Service
 300 Army Navy Drive
 Arlington, Virginia 22202
 Contract # NAFBA1-03-D-0022

Rate \$114.00
 (24% below per diem, Base Year)
 Effective 9 Jul 03 - 8 Jul 04
 Blackout Dates: YES

LSP Fort Lee, Virginia (Tax not included)
 Hotels, at their discretion, may offer a lower rate.

THE RAMADA HOTEL PETERSBURG
 Limited Service
 380 E. Washington Street
 Petersburg, Virginia 23803
 Contract # NAFBA1-02-C-0054

Rate \$58.00
 (28.6% below per diem, Option Year 1)
 Effective 01 Oct 03 - 30 Sep 04
 Blackout Dates: NO

(Note: Lodging arrangements for travelers registered through ATTRS, attending school at Fort Lee will be made through Fort Lee Lodging at: DSN 687-4100 or commercial: (804) 733-4100)

LSP Hampton/Newport News, Virginia (Tax not included)
 Hotels, at their discretion, may offer a lower rate.

OMNI NEWPORT NEWS HOTEL
 Full Service
 1000 Omni Boulevard
 Newport News, VA 23606
 Contract # NAFBA1-04-D-0003

Contract # NAFBA1-03-D-0019

Rate \$85.01
 (43.33% below per diem, Base Year)
 Effective 7 Jul 03 - 6 Jul 04
 Blackout Dates: NO

HOMEWOOD SUITES HOTEL
 Extended Stay
 4850 Leesburg Pike
 Alexandria, Virginia 22302
 Contract # NAFBA1-99-C-0071

Rate \$98.00 (30 days or longer)
 Effective 15 Oct 03 - 14 Oct 04, Last O Year

OAKWOOD CORPORATE HOUSING FALLS CHURCH
 Extended Stay
 501 North Roosevelt Boulevard
 Falls Church, Virginia 22044
 Contract # NAFBA1-99-C-0072

Rate \$85.00 (30 days or longer)
 Effective 01 Oct 03 - 30 Sep 04, Last O Year

POINT PLAZA SUITES AND CONFERENCE HOTEL
 Full Service
 950 J. Clyde Morris Boulevard
 Newport News, VA 23601

Contract # NAFBA1-04-D-0004

Rates
\$56.05 Low Season 11/01 - 03/31
(5% below per diem, Base Year)
\$89.10 High Season 04/01 - 10/31
(10% below per diem, Base Year)
Effective 01 Nov 03 - 31 Oct 04

Rates
\$49.56 Low Season 11/01 - 03/31
(16% below per diem, Base Year)
\$74.25 High Season 04/01 - 10/31
(25% below per diem, Base Year)
Effective 1 Nov 03 - 31 Oct 04

Additional Services (Base Year)
Meeting Room Rental discount: 10%
Audio Visual discount: 0%
Catering discount: 5%
Misc. Conference Services discount: 0%
Blackout Dates: YES

Additional Services
Meeting Room Rental discount: 10%
Audio Visual discount: 5%
Catering discount: 5%
Misc. Conference Services discount: 5%
Blackout Dates: NO

LSP Puerto Rico (Tax not included)
Hotels, at their discretion, may offer a lower rate.

CONDADO PLAZA HOTEL & CASINO
Full Service
999 Ashford Avenue
San Juan, Puerto Rico 00907
Contract # NAFBA1-99-C-0056

Rates
\$154.94 Low Season 04/11 - 12/23
\$191.54 High Season 12/24 - 04/10
Effective 12 Jul 03 - 11 Jul 04, (Last Option
Year)
Blackout Dates: YES

LSP Atlanta Georgia (Tax not included)
Hotels, at their discretion, may offer a lower rate.

SHERATON GATEWAY HOTEL
Full Service
1900 Sullivan Road
Atlanta, Georgia 30337
Contract # NAFBA1-04-D-0015

WESTIN PEACHTREE PLAZA
Full Service
210 Peachtree Street NW
Atlanta, Georgia 30303-1745
Contract # NAFBA1-04-D-0012

Rate \$91.00
(18.75% below per diem, Base Year)
Effective 26 Feb 04 - 25 Feb 05

Rate: \$91.00
(18.75% below per diem, Base Year)
Effective 26 Feb 04 - 25 Feb 05

Additional Services (Base Year)
Meeting Room Rental discount: 50%
Audio Visual discount: 10%
Catering discount: 10%
Misc Conference Services discount: 10%
Blackout Dates: No

Additional Services (Base Year)
Meeting Room Rental discount: 15%
Audio Visual discount: 10%
Catering discount: 5%
Misc Conference Services discount: 5%
Blackout Dates: Yes

MARRIOTT ATLANTA AIRPORT
Full Service
4711 Best Road
College Park, GA 30337
Contract # NAFBA1-04-D-0013

Rate \$89.60
(20% below per diem, Base Year)
Effective 26 Feb 04 - 25 Feb 05

Additional Services (Base Year)

Meeting Room Rental discount: 25%
 Audio Visual discount: 15%
 Catering discount: 5%
 Misc Conference Services discount: 10%
 Blackout Dates: Yes

LSP Miami, Florida

Hotels, at their discretion, may offer a lower rate.

WYNDAM MIAMI AIRPORT

Full Service
 3900 NW 21st Street
 Miami, Florida 33142
 Contract # NAFBA1-99-C-0025

Rates

\$84.00 Low Season 05/01 - 12/31
 \$88.00 High Season 01/01 - 04/30
 Effective 9 Apr 03 - 08 Apr 04, (Last Option Year)
 Blackout Dates: NO

LSP San Antonio, Texas

Hotels, at their discretion, may offer a lower rate.

HOLIDAY INN SELECT SAN ANTONIO AIRPORT

Full Service
 77 Northeast Loop 410
 San Antonio, Texas 78216
 Contract # NAFBA1-03-D-0010

Rate \$71.01
 (21.978% below per diem, Base Year)
 Effective 01 Apr 03 - 31 Mar 04

Additional Services, (Base Year)
 Meeting Room Rental discount: 50%
 Audio Visual discount: 25%
 Catering discount: 25%
 Misc. Conference Services discount: 15%
 Blackout Dates: YES

RADISSON HOTEL SAN ANTONIO AIRPORT

Full Service
 1111 Northeast Loop 410
 San Antonio, Texas 78214
 Contract # NAFBA1-03-D-0013

Rate \$70.07
 (23% below per diem, Base Year)
 Effective 01 Apr 03 - 31 Mar 04

Additional Services, (Base Year)
 Meeting Room Rental discount: 20%
 Audio Visual discount: 20%
 Catering discount: 20%
 Misc. Conference Services discount: 20%
 Blackout Dates: YES

SHERATON GUNTER HOTEL SAN ANTONIO

Full Service
 205 East Houston
 San Antonio, Texas 78205
 Contract # NAFBA1-03-D-0011

Rate \$80.99
 (11% below per diem, Base Year)
 Effective 01 Apr 03 - 31 Mar 04

Additional Services, (Base Year)
 Meeting Room Rental discount: 50%
 Audio Visual discount: 50%
 Catering discount: 5%
 Misc. Conference Services discount: 0%
 Blackout Dates: YES

WYNDHAM SAINT ANTHONY HOTEL

Full Service
 300 East Travis Street
 San Antonio, Texas 78205
 Contract # NAFBA1-03-D-0012

Rate \$81.90
 (10% below per diem, Base Year)
 Effective 01 Apr 03 - 31 Mar 04

Additional Services (Base Year)
 Meeting Room Rental discount: 50%
 Audio Visual discount: 50%
 Catering discount: 10%
 Misc. Conference Services discount: 0%
 Blackout Dates: YES

Note: Taxes are reimbursable outside of lodging room rate.

Full Service, Limited Service and Extended Stay Contracts

Full Service (FS) LSP Contracts: LSP has contracts with hotels in order to support customer type requirements. LSP full service contracts include a full range of services and amenities such as full service food & beverage, restaurants, room service, meeting/conference and fitness centers.

Limited Service (LS) LSP Contracts: LSP has contracts with hotels in order to support hotel needs typically associated with "short term" travel (3-5 days). LSP LS contracts include standard size rooms - generally similar to commercial 3 star hotels. In some cases, the LS LSP contract hotels offer FS amenities.

Extended Stay (ES) LSP Contracts: LSP has contracts with hotels in order to support the needs of travelers who are in a travel status of greater than 30 days. ES LSP contracts typically include suites or apartment type rooms. ES LSP contracts include kitchen amenities which may be full or micro-size. Taxes are reimbursable outside of the lodging room rate.

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