

**GOVERNMENT TRANSIENT LODGING PROGRAM
SOLDIER'S STATEMENT OF UNDERSTANDING**

(Initials) My home of record and/or residence is _____ miles from my unit. This is outside of the normal commuting distance to the unit.

(Initials) I understand this program is for duty in Inactive Duty Training (IDT) status. I may not participate in this program if on any type of orders (i.e., Annual Training (AT), Active Duty for Special Work (ADSW), Active Duty for Training (ADT), Temporary Duty (TDY), etc.).

(Initials) I understand that I am not authorized to stay in contract lodging outside the installation at Government expense.

(Initials) I understand I may be held liable and agree to collection from my military pay for the cost of the room if I fail to honor my reservation without proper notification to the installation and/or MSC.

(Initials) I understand that statements of non-availability will not be authorized if lodging is not available on the installation.

(Initials) I understand that adequacy standards will not be taken in to consideration. If I choose not to stay in the billets provided on post, I will not be reimbursed for lodging off post.

(Initials) I understand that if I perform Rescheduled Training (RST), the same policy and procedures apply as the regular scheduled drill.

(Initials) I understand this program will pay for government transient lodging only. The cost of travel is not reimbursable under this program. **I will be responsible for any charges other than the cost of lodging that are incurred while residing in quarters. This includes, but is not limited to, items such as the telephone, refreshments, movies and pay-per-view/television premium channels.**

Signature of Soldier

Printed Name and Grade of Soldier

Date

Enclosure 1

**GOVERNMENT TRANSIENT LODGING PROGRAM
SOLDIER'S REQUEST FOR GOVERNMENT TRANSIENT LODGING**

INSTALLATION: _____

DATE REQUESTED FOR LODGING: _____

UNIT: _____

NAME: _____

RANK: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

HOME PHONE: _(_____) _____

WORK PHONE: _(_____) _____

I hereby request to participate in the Government Transient Lodging Program. I have a completed and signed Soldier's Statement of Understanding with my unit. I fully understand the program and agree to the conditions outlined in the Government Transient Lodging Program Memorandum of Instruction (MOI) and the Soldier's Statement of Understanding.

SIGNATURE OF SOLDIER: _____

DATE: _____