§ 301–11.11 How do I select lodging and make lodging reservations?  

(a) You must make your lodging reservations through your agency’s travel management service.

(b) You should always stay in a “fire safe” facility. This is a facility that meets the fire safety requirements of the Hotel and Motel Fire Safety Act of 1990 (the Act), as amended (see 5 U.S.C. 5707a).

(c) When selecting a commercial lodging facility, first consideration should be given to government lodging agreement programs such as FedRooms® (http://www.fedrooms.com). The advantages of obtaining lodging using the FedRooms® program are:

1. Lodging rates are set at or below per diem rates;
2. There are no add-on fees;
3. The room cancellation deadline is 4 p.m. (or later) on the day of arrival;
4. Most hotels offer last standard room availability rates;
5. There are no early departure fees; and