



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D. C. 20240



April 6, 2017

In Reply Refer To:  
FWS/DFM/065328

To: Service Directorate

From: Acting Assistant Director and Chief Financial Officer - Business Management and Operations

Subject: Use of Home Rental Services and Similar Non-Conventional Lodging Services

The Department of the Interior (DOI), Office of Financial Management (PFM), has issued Financial Management Memorandum (FMM) 2017-003 on using non-conventional lodging such as Airbnb, Trovit, and Vacation Rental By Owner (VRBO). Generally, non-conventional lodging can only be used if there is no conventional commercial hotel lodging within a 50 mile radius of the temporary duty (TDY) location. A private residence obtained directly through the owner or through Airbnb, Trovit, or VRBO is non-conventional lodging.

A commercial bed and breakfast establishment available to the general public in which the traveler books directly with the establishment (not in Concur) and pays no booking fee is considered conventional lodging. Spas and private clubs (such as at airports) are non-conventional lodging. A traveler cannot be reimbursed for non-conventional lodging with family or friends.

All TDY uses of non-conventional lodging except vessels, boats, and field camps require an explanation in a FWS Form 3-2388 with Directorate member approval, as stated in the U.S. Fish and Wildlife Service (Service) TDY handbook, page 65. The explanation should explain that no conventional lodging is available locally, which would create an unreasonable burden if lodging over 50 miles away was used. The form should also state that the traveler has agreed to verify the safety of the lodging and accepts responsibility for ensuring it has adequate exits, working smoke detectors, and charged fire extinguishers. Although the FWS Form 3-2388 requirement does not apply to permanent change of station (PCS) moves, PCS travelers should also verify the safety of non-conventional lodging.

In all trips in which non-conventional lodging is used, third-party booking fees are permissible and are part of the lodging cost for purposes of cost comparisons in extended TDYs. In Concur, the booking fee should be treated as a miscellaneous expense.

If a traveler is on an extended TDY of 30 days or more and conventional lodging is available within 50 miles of the temporary duty station, non-conventional can be used if it is cost advantageous to the Service. A cost comparison (FWS Form 3-2387) should be in the Concur authorization receipts, along with the FWS Form 3-2388, and it should include the third-party booking fee.

If you have any questions, please contact your Regional Travel Coordinator or Marvin Wilson, Division of Financial Management at (703) 358-1781 or email at [marvin\\_wilson@fws.gov](mailto:marvin_wilson@fws.gov).

Attachment