

## JFTR – VOLUME 1 (MILITARY)

### CHAPTER 3: TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

#### PART B: TRAVEL BY COMMON CARRIER

##### U3100 GENERAL

A. Travel/Transportation Policy.

1. General.

It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation modes. See pars. U3125 and U3130 for exceptions.

##### U3125 COMMERCIAL AIR TRANSPORTATION

A. General.

Travel by common carrier air transportation is generally the most cost efficient and expeditious way to travel. For reimbursement for personally-procured transportation in lieu of using Government or Government-procured transportation under this Part, see par. U3110.

B. Class of Service

1. General. Government policy is that: Effective 1 July 1998

a. members and/or dependents who use commercial air carriers on official business must use coach-class accommodations;

b. members should determine travel requirements in sufficient time to use coach-class accommodations;

c. first-class accommodations may be used only as permitted in par. U3125-B3;

d. premium-class other than first-class accommodations may be used only as permitted in par. U3125-B4;

e. authorization for all premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel;

f. less than minimum standards may be authorized as permitted in par. U3100; and

g. when an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."

## 2. Officials Who May Authorize/Approve Premium-Class Air Accommodations Use.

The officials listed below may authorize first-class air accommodations use by members under their jurisdiction. This authority may be redelegated; however, delegation or re-delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances necessitating the first-class accommodations.

- a. Department of Defense, see DoDD 4500.9 (Transportation and Traffic Management);
- b. The Secretary of Health and Human Services;
- c. The Director, USNOAA Corps; and
- d. The Secretary or Deputy Secretary of Transportation.

Appropriate authority, in accordance with Service regulations, may authorize/approve premium-class other than first-class accommodations, except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve premium-class other than first-class accommodations use.

## 3. First-Class Air Use.

First-class air accommodations may be authorized/approved only when necessary because:

- a. lower class accommodations are not reasonably available. In subpar. B, reasonably available means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member's proposed departure time, and scheduled to arrive within 24 hours of the member's proposed arrival time. Reasonably available does not include a scheduled arrival time later than the member's required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty.
- b. a traveler is so handicapped or otherwise physically impaired that other accommodations cannot be used. Determination of this condition must be substantiated by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7250-B and U7251-B, to accompany an attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's service en route.
- c. of exceptional security requirements. Examples are:

- (1) a member whose use of other than first-class accommodations would entail danger to the member's life or Government property;
- (2) agents of protective details accompanying individuals authorized to use first-class accommodations; and
- (3) couriers and control officers accompanying controlled pouches or packages.

First-class accommodations may be used without authorization/approval only when regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations. When that is the case, the transportation officer/agent must make an appropriate entry on the travel order, travel voucher, or other travel-related document as appropriate.

#### 4. Premium-Class Other Than First-Class Use.

Premium-class other than first-class accommodations use may be authorized/approved only when:

- a. regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.
- b. space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.
- c. necessary to accommodate a traveler's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.
- d. the accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.
- e. coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is approved in accordance with the Fly America Act. (See par. U3125-C for rules governing U.S. flag carriers use.)
- f. the accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations.

g. obtained as an accommodations upgrade through the redemption of frequent traveler benefits (see par. U2010-B5).

h. the member's transportation is paid in full through Services/Defense Agency acceptance of payment from a non-Federal source in accordance with Chapter 7, Part W.

i. travel is direct between authorized origin and destination points (one of which is OCONUS) which are separated by several time zones, and the scheduled flight time (including stopovers) is in excess of 14 hours. Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. A rest stop (see par. U4325-C) is prohibited when travel is authorized by premium-class accommodations.

NOTE: When use of premium-class other than first-class (e.g., business-class) accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.

## 5. Documentation Requirements

### a. Orders.

Authorization for first-class air accommodations use should be made in advance of travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the traveler must obtain written approval from the appropriate authority at the earliest possible time. When a travel order authorizes first-class air accommodations (by including the authority and authorization source (memo/letter/message/etc. including date and signatory position), appropriate Government transportation documents must be annotated with the same information.

When a travel order does not contain authority for first-class air accommodations use and no other class of service is available, a transportation document may be issued for first-class service when the document-issuing official annotates the document in accordance with transportation procedural guidance that tickets for first-class air accommodations were issued as only first-class service was available between authorized origin and destination points.

### b. Travel Voucher.

Specific authorization/approval must be attached to, or stated on, the voucher and kept for the record. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. In the absence of authorization/approval, the member is liable for all additional costs resulting from premium-class air accommodations use.