

Travel Purpose Identifiers and Transportation Decision Support Tools

A. Travel Purpose Identifiers. Refer to [ECFR Title 41, Chapter 301, Appendix C: Standard Data Elements for Federal Travel](#), for guidance on data elements and trip descriptions.

B. Reporting Data Elements and Procedures Format. The table below, “Reporting Data Elements and Procedures Format,” specifies the information and format required for requesting premium-class travel accommodations.

Reporting Data Elements and Procedures Format

	Information		Format		Example	
1	Traveler’s Name		Last Name, First Name MI.		Smith, John Q.	
	Sponsor’s Name (if applicable)					
2	Traveler’s Rank and Grade		see example		O-7, E-6, GS-14 (Civilian)	
	Sponsor’s Rank and Grade (if applicable)					
3	Last 4 digits of traveler’s Social Security Number		XXXX			
	Last 4 digits of sponsor’s Social Security Number (if applicable)		XXXX			
4	Traveler’s Service or agency		see example		U.S. Army, DIA	
5	Traveler’s organization		see example		434 ARW/FMF	
6	Work phone (commercial with area code)		XXX-XXX-XXXX			
	Work phone (DSN)		XXX-XXXX			
7	E-mail address		xxxxxxxxxx@xxx.xxx			
8	Travel purpose (see par. A)		see example		Employee emergency	
9	Enter all proposed trip legs in the following table:					
	Leg Start Date	Leg End Date	Mode of Travel	Fare Class	Leg Origin	Leg Destination
10	Fare paid for premium-class accommodations		Nearest dollar			
11	Coach fare leg cost if coach class were used		Nearest dollar			
12	Ticket issuing location		Name and location of Travel Management Company (TMC)			
13	Approval reason code and JTR par. justification reference		Approval code:		F1	
			Par. reference:		JTR, par. 020206-J and Table 2-4	
14	Approval authority for premium-class accommodations		name, title			

Note: Travel purpose codes are a means to categorize a particular trip. They do not convey

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authority in any way to use premium-class accommodations.

Sample Form

Traveler's Name	Smith, John Q.
Sponsor's Name (if applicable)	N/A
Traveler's Rank and Grade	E-6
Sponsor's Name (if applicable)	N/A
Last 4 digits of traveler's Social Security Number	1212
Last 4 digits of sponsor's Social Security Number	N/A
Traveler's Service or agency	U.S. Air Force
Traveler's organization	434 ARW/FMF
Work phone (commercial with area code)	(765) 689-9179
Work phone (DSN)	497-0342
Email address	john.q.smith@us.af.mil
Travel purpose	Employee emergency

Enter all proposed trip legs in the following table:

Leg Start Date	Leg End Date	Mode of Travel	Fare Class	Leg Origin	Leg Destination
09-01-2003	09-01-2003	airplane	business	Indianapolis, IN	San Diego, CA

Fare paid for premium-class accommodations	\$402
Coach fare leg cost if coach class were used	\$129
Name and location of Travel Management Company (TMC)	Best Travel, Indianapolis, IN
Approval reason code and JTR par. justification reference	
Approval Code:	F2
Par. Reference:	020206-J and Table 2-4
Approval authority	Lt. Gen. Mary X. Johnson, Air Force Reserve Vice Chief

Note: The sample form is for illustrative purposes only and does not reflect actual costs or persons.

C. First Class Air Accommodations Codes. One of the six reasons (F1 through F5 or FC) must apply. Refer to JTR, par. 020206, for a detailed description of each reason for travel.

Approval Code	JTR Paragraph Reference	Reason for Travel
F1	Par. 020206-J and Table 2-4	Lower class not available in time
F2	Pars. 020206-J and K and Table 2-4	Medical
F3	Par. 020206-J and Table 2-4	Security
F4	Par. 020206-J and Table 2-4	Mission
F5	Par. 020206-J and Table 2-4	Only first class provided
F6	Par. 020206-J and Table 2-4	Non-Federal source
FC	Pars. 020206-J and 031802 and Table 2-4	Congressional travel

D. First Class Decision Support Tool

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1. Authorization Approval Authority. Since March 1, 2004, authorization or approval authority for premium-class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service and agency written material for the current business class AOs.

2. First Class Accommodations Request Decision Process. References at the end of the questions (for example, F1, F4) refer to First Class Air Accommodations Codes.

(a) Is the request for first class accommodations because premium-class airfare costs less than the least expensive unrestricted coach-class airfare?	
If...	Then...
No	First class accommodations must not be authorized or approved.
Yes	The traveler may use the upgraded accommodations without obtaining special approval or authorization.

(b) Is the request for first class accommodations because lower class accommodations are not reasonably available (F1)?	
If...	Then...
No	First class accommodations must not be authorized or approved.
Yes	Ask: Are accommodations, other than first class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?
If...	Then...
Yes	Ask: Would traveler arrive later than the required reporting time at the duty site?
If...	Then...
Yes	Ask: Is the travel for PCS, EVT, FVT, emergency leave, R&R, FEML, evacuation, or RAT, COT, or IPCOT leave?
If...	Then...
Yes	First class accommodations must not be authorized or approved since arrival and reporting time is not mission critical.
No	First class accommodations may be authorized or approved for the departure portion of the trip.*
No	Ask: Would the traveler be required to depart earlier than the traveler is scheduled to complete duty?
If...	Then...
Yes	Ask: Is the travel for PCS, EVT, FVT, emergency leave, R&R, FEML, evacuation, or RAT, COT, or IPCOT leave?
If...	Then...
Yes	First class accommodations must not be authorized or approved since arrival and reporting time is not mission critical.
No	First class accommodations may be authorized or approved for the departure portion of the trip.

**Consideration must be given to several factors, including but not limited to when the TDY trip was identified, when travel reservations were made, and whether or not the traveler can arrive earlier.*

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(c) Is the request for first class accommodations because of medical reasons (F2)?	
If...	Then...
No	First class accommodations must not be authorized or approved.
Yes	Ask: Has a medical authority certified with sufficient justification and documentation that the disability or other special medical needs exist and the medical condition necessitates first class accommodations?
If...	Then...
No	First class accommodations must not be authorized or approved.
Yes	Ask: Can lower cost economy accommodations (for example, 'bulk head' seating, providing two economy seats, a business class seat, or shorter flights) meet the traveler's requirements?
If...	Then...
Yes	First class accommodations must not be authorized or approved.
No	First class accommodations may be authorized or approved.

(d) Is the request for first class accommodations due to exceptional security circumstances (F3)?	
If...	Then...
No	First class accommodations must not be authorized or approved.
Yes	Ask: Would use of other than first class accommodations entail danger to the traveler's life or Government property?
If...	Then...
Yes	First class accommodations may be authorized or approved.
No	Ask: Is the traveler an agent of a protective detail accompanying an individual authorized to use first class accommodations?
If...	Then...
Yes	Ask: Is the traveler required to remain in the immediate area of the individuals he or she is protecting while traveling?
If...	Then...
No	First class accommodations must not be authorized or approved.
Yes	First class accommodations may be authorized or approved.
No	Ask: Is the traveler a courier or control officer accompanying controlled pouches or packages?
If...	Then...
No	First class accommodations must not be authorized or approved.
Yes	Ask: Can adequate security of the pouch or package be maintained in coach or business class?
If...	Then...
Yes	First class accommodations must not be authorized or approved.
No	First class accommodations may be authorized or approved.

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(e) Is the request for first class accommodations mission required (F4)?	
If...	Then...
No	First class accommodations must not be authorized or approved.
Yes	Ask: Is travel in connection with Federal Advisory Committees Act (Title 5 U.S.C. Appendix)?
If...	Then...
Yes	First class accommodations may be authorized or approved.**
No	Ask: Is the traveler a high-level invited guest?
If...	Then...
Yes	First class accommodations may be authorized or approved.**
No	Ask: Is the traveler a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal Government officials?
If...	Then...
Yes	First class accommodations may be authorized or approved.**
No	First class accommodations must not be authorized or approved.

*** For the Department of Defense, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authority for authorization or approval.*

(f) Do the regularly scheduled flights between the authorized origin and destination—including connection points—provide only first class accommodations (F5)?	
If...	Then...
No	First class accommodations must not be authorized or approved.
Yes	Ask: Has the TO or agent documented that there are no other scheduled coach or business class flights or seats?
If...	Then...
No	First class accommodations must not be authorized or approved.
Yes	First class accommodations may be authorized or approved.

(g) Is the request for first class accommodations because a non-Federal source is paying (F6)?	
If...	Then...
No	First class accommodations must not be authorized or approved.
Yes	Ask: Does the non-Federal source want the traveler to use first class accommodations and has the traveler met at least one of the other first class accommodations criteria (F1 through F5)?
If...	Then...
No	First class accommodations must not be authorized or approved.
Yes	Ask: Has a non-Federal source paid for the transportation services in advance?
If...	Then...
No	First class accommodations must not be authorized or approved.
Yes.	First class accommodations may be authorized or approved.

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(h) Is the Service member or civilian employee traveling in support of Congressional travel (FC)?	
If...	Then...
No	First class accommodations must not be authorized or approved.
Yes	An approval authority must sign a separate and distinct authorization form for issuance of any premium-class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership or Speaker of the House.

E. Business Class Air Accommodations Codes. One of the eleven reasons listed below (B1 through B9 or BC or BF) must apply. Refer to JTR, par. 020206, for a detailed description of each reason for travel.

Approval Code	JTR Paragraph Reference	Reason For Travel
B1	Pars. 020206-J and K and Table 2-4	Medical
B2	Par. 020206-J and Table 2-4	Security
B3	Par. 020206-J and Table 2-4	Foreign flag coach not adequate
B4	Par. 020206-J and Table 2-4	Only business class provided
B5	Par. 020206-J and Table 2-4	Non-Federal source*
B6	Par. 020206-J and Table 2-4	Over 14 hours
B7	Par. 020206-J and Table 2-4	Overall savings
B8	Par. 020206-J and Table 2-4	Lower class not available in time
B9	Par. 020206-J and Table 2-4	Mission
BC	Pars. 020206-J and 031802 and Table 2-4	Congressional travel
BF	Par. 020206-J and Table 2-4	Required by foreign government regulations, such as an MOU, MOA, or SOFA

* For business class accommodations, this is a stand-alone reason.

F. Business Class Decision Support Tool

1. Authorization Approval Authority. Since March 1, 2004, authorization or approval authority for premium class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service or agency written material for the current business class AOs.

2. Business Class Air Accommodations Codes References. References at the end of the questions (for example, B1, B7) refer to Business Class Air Accommodations Codes.

3. Business Class Accommodations Request Decision Process

(a) Is the request for business class accommodations because premium-class airfare costs less than the least expensive unrestricted coach-class airfare (B7)?	
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes	The traveler may use the upgraded accommodations without obtaining special approval or authorization.

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(b) Is the request for business class accommodations because lower class accommodations are not reasonably available on any scheduled flight in time to accomplish the official TDY travel purpose or mission (B8)?	
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes	Ask: Is the mission so urgent that it cannot be postponed?
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes	Ask: Is the travel for PCS, EVT, FVT, emergency leave, R&R, FEML, evacuation, or RAT, COT, or IPCOT leave?
If...	Then...
Yes	Business class accommodations must not be authorized or approved since arrival time and reporting time in these cases is not mission critical.
No	Business class accommodations may be authorized or approved for the departure portion of the trip.* The traveler should use coach accommodations for the return flight if the return flight is not critical and the traveler can rest before returning to work.

* Consideration must be given to several factors, including but not limited to when the TDY trip was identified, when travel reservations were made, and whether or not the traveler can arrive earlier.

(c) Is the request for business class accommodations because of medical reasons (B1)?	
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes	Ask: Has a medical authority certified with sufficient justification and documentation that the disability or other special medical needs exist and the medical condition necessitates first class accommodations?
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes	Ask: Can lower cost economy accommodations (for example, 'bulk head' seating, providing two economy seats, a business class seat, or shorter flights) meet the traveler's requirements?
If...	Then...
Yes	Business class accommodations must not be authorized or approved.
No	Business class accommodations may be authorized or approved.

(d) Is the request for business class accommodations due to exceptional security circumstances (B2)?	
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes	Ask: Would use of other than business class accommodations entail danger to the traveler's life or Government property?
If...	Then...
Yes	Business class accommodations may be authorized or approved.
No	Ask: Is the traveler an agent of a protective detail accompanying an individual authorized to use business class accommodations?
If...	Then...

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Yes	Ask: Is the traveler required to remain in the immediate area of the individuals he or she is protecting while traveling?	
	If...	Then...
	No	Business class accommodations must not be authorized or approved.
	Yes	Business class accommodations may be authorized or approved.
No	Ask: Is the traveler a courier or control officer accompanying controlled pouches or packages?	
	If...	Then...
	No	Business class accommodations must not be authorized or approved.
	Yes	Ask: Can adequate security of the pouch or package be maintained in coach or business class?
	If...	Then...
	Yes	Business class accommodations must not be authorized or approved.
	No	Business class accommodations may be authorized or approved.

(e) Is the request for business class accommodations mission required (B9)?		
If...	Then...	
No	Business class accommodations must not be authorized or approved.	
Yes	Ask: Is travel in connection with Federal Advisory Committees Act (Title 5 U.S.C. Appendix)?	
	If...	Then...
	Yes	Business class accommodations may be authorized or approved.**
No	Ask: Is the traveler a high-level invited guest?	
	If...	Then...
	Yes	Business class accommodations may be authorized or approved.**
	No	Ask: Is the traveler a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal Government officials?
	If...	Then...
	Yes	Business class accommodations may be authorized or approved.**
	No	Business class accommodations must not be authorized or approved.

*** For the Department of Defense, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authority for authorization or approval.*

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(f) Do the regularly scheduled flights between the authorized origin and destination—including connection points—provide only business class accommodations (B4)?	
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes	Ask: Has the TO or agent documented that there are no other scheduled coach class flights or seats?
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes	Business class accommodations may be authorized or approved.

(g) Is the request for first class accommodations because a non-Federal source is paying (B5)?	
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes	Ask: Does the non-Federal source want the traveler to use business class accommodations?
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes	Ask: Has a non-Federal source paid for the transportation services in advance?
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes.	Business class accommodations may be authorized or approved.

(h) Is the request for business class accommodations because coach class accommodations on the available foreign carrier do not provide adequate sanitation or meet health standards (B3)?	
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes	Ask: Has foreign flag service use been authorized or approved in accordance with the Fly America Act?
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes	Ask: Does the aircraft have more than two cabins?
If...	Then...
No	Business class accommodations must not be authorized or approved. The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.
Yes.	Business class accommodations may be authorized or approved.

(i) Is the request for business class accommodations because business class accommodations would result in an overall savings to the Government (B7)?	
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes	Ask: Is this based on economic considerations (for example, the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach class accommodations?
If...	Then...

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No	Business class accommodations must not be authorized or approved.	
Yes	Ask: Is there an actual cost comparison showing the overall savings details?	
	If...	Then...
	No	Business accommodations must not be authorized or approved.
	Yes.	Ask: Does the aircraft have more than two cabins?
	If...	Then...
	No	Business accommodations must not be authorized or approved. The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.
	Yes	Business accommodations may be authorized or approved.

(j) Is the request for business accommodations because the scheduled flight time exceeds 14 hours (B6)?		
If...	Then...	
No	Business class accommodations must not be authorized or approved.	
Yes	Ask: Is the time between the scheduled aircraft departure from the airport serving the PDS or TDY point and the scheduled aircraft arrival at the airport serving the TDY point or PDS—including scheduled non-overnight time spent at airports during plane changes—more than 14 hours?	
If...	Then...	
No	Business class accommodations must not be authorized or approved.	
Yes	Ask: Does the traveler have to begin work immediately after arrival?	
If...	Then...	
No	Business accommodations must not be authorized or approved.	
Yes.	Ask: Can a rest period be scheduled en route or at the TDY site before starting work?	
If...	Then...	
Yes	Business class accommodations must not be authorized or approved.	
No	Ask: Is the TDY purpose or mission so urgent that it cannot be delayed or postponed?	
	No	Business accommodations must not be authorized or approved.
	Yes	Ask: Is the travel for PCS, EVT, FVT, emergency leave, R&R, FEML, evacuation, or RAT, COT, or IPCOT leave?
	Yes	Business class accommodations must not be authorized or approved.
	No	Business class accommodations may be authorized or approved for the departure portion of the trip.* The traveler should use coach accommodations for the return flight if the return flight is not critical and the traveler can rest before returning to work.

**Consideration must be given to several factors, including but not limited to when the TDY trip was identified, when travel reservations were made, and whether or not the traveler can arrive earlier.*

(k) Is the Service member or civilian employee traveling in support of Congressional travel (BC)?	
If...	Then...
No	Business class accommodations must not be authorized or approved.
Yes	An approval authority must sign a separate and distinct authorization form for issuance of any premium-class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership or Speaker of the House.

G. Premium Class Accommodations for a Medical Disability or Special Need

1. It is DoD policy (refer to JTR, par. 020206.K) that premium class accommodations due to a disability or special need be used only when there are no alternative means to accommodate the traveler’s condition (for example, bulkhead, aisle seating, use of two adjoining coach seats, etc.). A medical authority must certify the condition and the AO responsible for premium-class travel must authorize it in advance of travel. A certification validating the medical disability or special need is effective for up to 6 months or the duration of the medical disability or special need, whichever is shorter. A medical disability or special need described as a lifelong condition requires a certification statement every 2 years from a physician.

2. A traveler who requests premium class accommodations due to disability or other special need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required premium class authorization prior to travel.

3. If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the AO responsible for premium class within 7 days of travel completion. Failure to receive the appropriate authorization or approval for premium class transportation either before or after travel may result in the traveler being financially liable for costs in excess of the economy or coach class airfare.

H. Premium Class Transportation Approval Checklist. Although existing policy allows the use of premium class transportation (in other words, premium class travel) in certain circumstances, the AO must certify that all decision factors and other alternatives were considered prior to recommending approval. The Premium Class Transportation Approval Checklist must be used and submitted as part of the approval documentation. It is used to certify that the decision factors and other alternatives were considered in the approval process.

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Premium Class Transportation Approval Checklist

Item	Yes	No
1. Can the objective be accomplished by correspondence, teleconference, web-based communications, or other appropriate means?		
2. Is the trip for any of the following reasons: Permanent Change of Station (PCS); Renewal Agreement Travel (RAT); Consecutive Overseas Tour (COT); In Place Consecutive Overseas Tour Leave (IPCOT); Emergency Visitation Travel (EVT); Family Visitation Travel (FVT); Emergency Leave; Rest & Recuperation (R&R); Funded Environmental and Morale Leave (FEMLE); or Evacuation? Premium-class transportation should not be approved for any of these trip types.		
3. Could another traveler accomplish the mission?		
4. Could a GSA business-class City Pair Program airfare be used for premium-class transportation?		
5. Could lower cost accommodations—for example, Economy Plus or Coach Elite, bulkhead, two economy seats, or lowest business-class seating—be used as an alternative to premium-class seating or airfares?		
6. Is the cost for premium-class airfare less than the cost for the least expensive unrestricted economy- or coach-class airfare?		
7. Have other alternative travel dates and times been considered to obtain an economy- or coach-class airfare?		
8. If flight time is in excess of 14 hours—including non-overnight airport stopovers and plane changes—could an en route stopover or rest-period at the TDY location before beginning work accomplish travel at a lower cost?		
9. Has a medical authority provided sufficient justification, certified in the last 6 months, that a disability or other special medical need exists and the condition necessitates premium-class transportation? If the disability is a lifelong condition, then a certification statement is required every 2 years.		
10. <u>For DoD:</u> As the authorizing official, reporting offices (approval authority) must ensure that all trips involving premium-class airfares have been approved in accordance with all regulations.		
11. Remarks (for additional information or comments applied in the decision process.)		

Recommend approval of attached premium class transportation request for:		
Traveler Name		Date
Recommending Official's Name	Recommending Official's Title	Recommending Official's Signature
See the DTMO website for an electronic version of this document.		

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I. Premium Class Accommodations Determination Format

The request for first- or business-class accommodations for:

_____ (enter full name of traveler)

is authorized or approved or disapproved.

_____ Type full name, rank and office symbol of authorizing or approving official for premium class accommodation.

_____ Date

_____ Signature

J. Premium Class Accommodations Codes for Train Travel. Also refer to JTR, par. 020206-J.

Approval Code	JTR Paragraph Reference	Reason For Travel
T1	Pars. 020206-J and Table 2-4	Lower class not available
T2	Pars. 020206-J, K, N and Table 2-4	Medical
T3	Par. 020206-J, N and Table 2-4	Security
T4	Par. 020206-J and Table 2-4	Health standards
T5	Par. 020206-J and Table 2-4	Mission
T6	Par. 020206-J and Table 2-4	Advantageous to the Government

K. Premium Class Accommodations Codes for Ship Travel. Also refer to JTR, par. 020206.

Approval Code	JTR Paragraph Reference	Reason For Travel
S1	Par. 020206-J and Table 2-4	Lower class not available
S2	Par. 020206-J, K, N and Table 2-4	Medical
S3	Par. 020206-J, N and Table 2-4	Security