

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 tables 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.
2	Sponsor’s Name (if applicable)	Last Name, First Name MI	Jones, Brooke K.
3	Traveler’s Rank and Grade	See example	O-7, E-6, GS-14 (Civilian)
4	Sponsor’s Rank and Grade (if applicable)	See example	O-7, E-6, GS-14 (Civilian)
5	Last 4 digits of traveler’s Social Security Number	XXXX	
6	Last 4-digits of sponsor’s Social Security Number (if applicable)	XXXX	
7	Traveler’s Service or agency	See example	U.S. Army, DIA
8	Traveler’s organization	See example	434 ARW/FMF
9	Work phone (commercial with area code)	XXX-XXX-XXXX	(765) 689-9179
10	Work phone (DSN)	XXX-XXX-XXXX	497-0342
11	E-mail address	<u>xxxxxxxxxx@xxx.xxx</u>	john.q.smith@us.af.mil
12	Travel purpose (see par. A)	See example	Employee emergency
13	Leg Start Date	See example	09-01-2023
14	Leg End Date	See example	09-01-2023
15	Mode of Travel	See example	Airplane
16	Fare Class	See example	Business
17	Leg Origin	See example	Indianapolis, IN
18	Leg Destination	See example	San Diego, CA
19	Fare paid for premium-class accommodations	Nearest dollar	\$402

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	Information	Format	Example
20	Coach fare leg cost if coach class were used	Nearest dollar	\$129
21	Ticket issuing location	Name and location of Travel Management Company (TMC)	F2
22	Approval reason code and JTR par. justification reference	Approval code and/or Par. reference	JTR, par. 020206-J and Table 2-4
23	Approval authority for premium-class accommodations	Name, title	Lt. Gen. Mary X. Johnson, Air Force Reserve Vice Chief

Note: Travel purpose codes are a means to categorize a particular trip. They do not convey authority in any way to use premium-class accommodations.

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. General Restrictions.

Unless authorized or approved for medical reasons or physical handicap in accordance with the JTR par. 020206-K, upgraded accommodations are not authorized for permanent change of station (PCS), emergency visitation travel (EVT), family visitation travel (FVT), emergency leave, rest and recuperation leave (R&R), funded environmental and morale leave (FEML), evacuation, or renewal agreement travel (RAT), consecutive overseas tour (COT), or in-place consecutive overseas tour (IPCOT).

E. First 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. Premium class travel must

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only be authorized by an individual listed in JTR Table 2-5. 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.

Codes	If...	Then...
N/A	If the first class airfare cost less than the least expensive unrestricted coach-class airfare,	then the traveler may use the upgraded accommodations without obtaining special approval or authorization.
F1	If lower class airfare is not reasonably available (there are no scheduled lower class flights 24 hours before the scheduled departure time or lower class flights scheduled to arrive 24 hours before the travelers proposed arrival time) and the traveler would arrive later than the required reporting time,	then first class airfare may be authorized or approved for the departure portion of the trip.* <i>*Consideration must be given to several factors, including but not limited to when the TDY was identified, when travel reservations were made, and whether or not the traveler can arrive earlier.</i>
F2	If lower class airfare (for example, ‘bulk head’ seating, providing two economy seats, a business class seat, or shorter flights) cannot meet the traveler’s special need or disability and a competent medical authority has certified a need for first class airfare,	then a first class airfare may be authorized or approved.
F3	If lower class airfare would entail danger to the traveler’s life or Government property, or the traveler is an agent of a protective detail accompanying an individual authorized to use first class airfare (and is required to remain in the immediate area of the individuals he or she is protecting while traveling), or the traveler is a courier or control officer accompanying controlled pouches or packages, but adequate security cannot be maintained in coach or business class,	then first class airfare may be authorized or approved.
F4	If lower class airfare cannot meet mission requirements and travel is connection with Federal Advisory Committees Act (Title 5 U.S.C. Appendix) or if travel is not in connection with Federal Advisory Committees Act (Title 5 U.S.C. Appendix), but the traveler is a high level invited guest or a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consul the U.S. Federal Government officials,	then first class airfare may be authorized or approved.** <i>**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.</i>

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Codes	If...	Then...
F5	If lower class airfare is not regularly scheduled between the authorized origin and destination (including connection point) and a TO or agent documented that there are no other scheduled coach or business flights or seats,	then first class airfare may be authorized or approved.
F6	If a non-Federal source pays for an airfare type other than lower class airfare and want the traveler to use first class air fare, and the traveler has met at least one of the other first class airfare criteria (F1 through F5), and the non-Federal source paid for transportation service in advance,	then first class airfare may be authorized or approved.
FC	If lower class airfare is not available and the Service member or civilian employee is traveling in support of Congressional travel,	then an approval authority must sign a separate and distinct authorization form for issuance of any first class airfare even when the authorization comes from the Chairman of the Congressional Committee or Leadership or Speaker of the House.

F. 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.*

G. 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.

Business class airfare codes can be found under the “Codes” column of the decision process table below.

3. Business Class Accommodations Request Decision Process.

Codes	If...	Then...
N/A	If business class airfare costs less than the least expensive unrestricted coach-class airfare,	then the traveler may use the upgraded business class airfare without obtaining special approval or authorization.
B1	If first class or lower class airfare (for example, ‘bulk head’ seating, providing two economy seats, a business class seat, or shorter flights) cannot meet the traveler’s special need or disability and a competent medical authority has certified a need for first class airfare,	then business class airfare may be authorized.
B2	If first class or lower class airfare would entail danger to the traveler’s life or Government property, or the traveler is an agent of a protective detail accompanying an individual authorized to use first class accommodation (and is required to remain in the immediate area of the individuals he or she is protecting while traveling), or the traveler is a courier or control officer accompanying controlled pouches or packages, but adequate security cannot be maintained in coach or first class,	then business class airfare may be authorized or approved.
B3	If first class or lower class airfare on the available foreign carrier does not provide adequate sanitation or meet health standards, and use of foreign flag service has been authorized or approved in accordance with the Fly America Act, and aircraft has more than two cabins,	then business class airfare may be authorized or approved.
B4	If first class or lower class airfare is not regularly scheduled between the authorized origin and destination—including connection points—and a TO or agent documented that there is no other scheduled coach or first class flights or seats,	then business class airfare may be authorized or approved.

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Codes	If...	Then...
B5	If a non-Federal source pays for an airfare type other than lower class or first class airfare, and want the traveler to use business class airfare, and the non-Federal source paid for transportation service in advance,	then business class airfare may be authorized or approved.
B6	If first class or lower class airfare scheduled time exceeds 14 hours between the departure and arrival from the airport serving the PDS or TDY point (including scheduled non-overnight time spent at airports during plane changes), and traveler begins work immediately after arrival, and a rest period cannot be scheduled en route or at the TDY site before starting work, and the mission cannot be delayed or postponed,	then business class airfare may be authorized or approved for the departure portion of the trip.* The traveler should use coach airfare for the return flight if the return flight is not critical and the traveler can rest before returning to work. <i>*Consideration must be given to several factors, including but not limited to when the TDY was identified, when travel reservations were made, and whether or not the traveler can arrive earlier.</i>
B7	If coach class airfare would not result in an overall savings to the Government and economic considerations (for example, the avoidance of additional subsistence costs, overtime, or lost productive time) would be incurred, and an actual cost comparison shows an overall savings with use of business class airfare, and the aircraft has more than two cabins,	then business class airfare may be authorized or approved.
B8	If lower class airfare is not reasonably available on any schedule flight in time to accomplish the official TDY travel purpose or mission, and the mission is so urgent that it cannot be postponed,	then business class airfare may be authorized or approved for the departure portion of the trip.* The traveler should use coach airfare for the return flight if the return flight is not critical and the traveler can rest before returning to work. <i>*Consideration must be given to several factors, including but not limited to when the TDY was identified, when travel reservations were made, and whether or not the traveler can arrive earlier.</i>

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Codes	If...	Then...
B9	If first class or lower class airfare cannot meet mission requirements, and travel is connection with Federal Advisory Committees Act (Title 5 U.S.C. Appendix) or travel is not in connection with Federal Advisory Committees Act (Title 5 U.S.C. Appendix), but the traveler is a high level invited guest or a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consul the U.S. Federal Government officials,	then business class airfare may be authorized or approved.** <i>**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.</i>
BC	If first class or lower class airfare is not available and the Service member or civilian employee is traveling in support of Congressional travel,	then an approval authority must sign a separate and distinct authorization form for issuance of any business class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership or Speaker of the House.

H. 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 traveler must provide written certification by a competent medical authority to obtain a travel accommodation for a disability. Written certification must substantiate the disability, its functional limitations, the necessity of any recommended travel accommodation, and the duration of any recommended travel accommodation. For a temporary disability, a traveler must obtain recertification after the certified duration expires, or otherwise as appropriate. For a lifelong disability, a traveler is not required to recertify the disability itself, but must recertify the necessity of the travel accommodation if the disability remits or intensifies. An AO may authorize non-premium class travel accommodations for a special need without medical certification.

2. A traveler who requests premium class accommodations due to disability or 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.

I. 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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J. Premium Class Accommodations Determination Format.

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

_____ (Enter full name of traveler above) is authorized or approved or disapproved.

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

_____ (Date)

K. Premium Class Accommodations Codes for Train Travel.

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

Also refer to JTR, par. 020206-J.

L. Premium Class Accommodations Codes for Ship Travel.

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

Also refer to JTR, par. 020206.