BY ORDER OF THE COMMANDER
UNITED STATES TRANSPORTATION COMMAND

USTRANSCOM INSTRUCTION 24-5
4 NOVEMBER 2010

Transportation

Premium Class Travel

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: TCJA
Approved By: TCJA (Colonel Ronald Rodgers)
Supersedes: USTRANSCOMPD 24-5, 31 October 2005
Pages: 11
Distribution: e-Publishing

This instruction establishes United States Transportation Command (USTRANSCOM) policy and procedures for requesting approval to use premium class travel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF FORM 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*. Privacy act information is collected as directed by Under Secretary of Defense Memorandum, *Update to Premium Class Travel Reporting Requirement*, 7 Sep 2007. Refer to USTRANSCOMI 33-35, *Privacy Act Program*, for guidance.

SUMMARY OF REVISIONS

Updates text and attachments; updates premium class approving officials; and paragraph 3 adds authorization for couriers of classified documents or property to seek after-the-fact approval for use of premium class accommodations under certain circumstances.

1. References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

2. Policy.

2.1. It is U.S. Government policy that coach (economy) class travel accommodations will be used when performing official government travel. Because of the cost, premium (first and business) class travel at government expense will only be permitted on an exception basis, i.e., when the requirements of the Joint Travel Regulation (JTR) for civilian employees or Joint Federal Travel Regulation (JFTR) for military personnel relating to premium class travel have been fully met and such travel has been approved, in advance, by the USTRANSCOM Deputy Commander (TCDC) for first class or the Chief of Staff (TCCS) for business class travel. Premium class approving officials may not approve their own premium class travel. Approval must be granted by someone senior to the traveler.

2.2. All requests for the approval of government-funded premium class travel will be submitted by the Director or Chief of the Command Support Group to TCDC or TCCS, as appropriate, after coordination with the Office of the Staff Judge Advocate (TCJA). Requests for premium class travel must be fully justified in accordance with the JTR/JFTR and submitted using the format and information at Attachment 2. Use of premium class accommodations must be authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorizations impossible. In such cases, if approval is not subsequently obtained, the traveler is responsible for the cost difference between coach and premium class. Blanket authorization and justification for use of premium class travel is prohibited. Authorization must be applied for and obtained on a case-by-case basis.

3. Travel of Couriers of Classified Documents or Property. Couriers should use an available coach (economy) class accommodation. When space is not available in economy/coach-class on any scheduled flight in time to accomplish the official travel purpose/mission, premium class transportation may be used. If time permits, approval must be obtained from the USTRANSCOM TCDC or TCCS, as appropriate, and as directed in paragraph 2.2 of this instruction. If urgency of mission travel does not allow advance approval, it must be sought within seven days of travel completion, using the format in Attachment 2.

4. This policy is not intended to preclude the use of premium class travel accommodations while performing official travel when the "upgrade" to such accommodations is obtained at the traveler's personal expense or at no cost to the government (e.g., via frequent flyer benefits or a complimentary upgrade).

5. The approval for premium class travel must be documented by placing a statement on the travel authorization/order. See Attachment 5 for the statement instructions.

6. TCJA reports approved premium class travel to the Defense Travel Management Office within 5 business days of approval.

RONALD A. RODGERS
Colonel, USAF
Staff Judge Advocate

Attachment 1 - Glossary of References and Terms

Section A - References

DODD 4500.09E, *Transportation and Traffic Management*
Joint Federal Travel Regulation (JFTR) Appendix H
Federal Travel Regulation (FTR), Appendix H
Under Secretary of Defense Memorandum, *Update to Premium Class Travel Reporting Requirement*, 7 Sep 2007
USTRANSCOMI 33-35, *Privacy Act Program*

Section B - Terms

Coach Class. The basic class of accommodations offered to travelers regardless of fare paid. The terms "tourist" or "economy class" are sometimes used to describe this class of accommodation.

Business Class. A premium class of accommodation offered by the airlines that is higher than coach and lower than first class in both cost and amenities.

First Class. Generally, the highest class of accommodation offered by the airlines in terms of both cost and amenities and termed "first class" by the airlines and any reservation system.

Note: If an airline flight has only two classes of service (i.e., two "cabins"), with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business class by the airline and the tickets are fare-coded as business class, then the front of the cabin is business class. If an airline flight has only two cabins but equips both cabins with one type of full-fare economy class, and only restricted economy fares are available in the "economy" cabin, the entire aircraft is economy seating. In this second situation, qualifying for premium class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is "economy."

Attachment 2 - Sample Memorandum Format

Date

MEMORANDUM FOR TCJA
TCCS (For Business Class and Coordination for First Class)
TCDC (For First Class)
IN TURN

FROM: (Director)

SUBJECT: Request Approval for Use of Premium Class Travel Accommodations

1. Request approval of use of premium class travel accommodations. The following information is submitted in support of this request.

a. Traveler's name.

b. Traveler's rank.

c. Last 4 digits of traveler's Social Security Number.

d. Service.

e. Organization.

f. Work phone.

g. Email address.

h. Mode of travel (air, ship, rail).

i. Travel purpose. See Travel Purpose Identifiers at Attachment 3.

j. Origin. Location at which premium class accommodation segment starts (e.g., St. Louis, MO).

k. Destination. Location at which premium class accommodation ends (e.g., London, U.K).

Note: If there are multiple stops on a single trip (1) and the entire roundtrip is by premium class, then list the origin and each destination on one line (e.g., Washington to Tokyo to Honolulu to Washington all performed premium class. List Washington under Origin and list "Tokyo/Honolulu/Washington under Destination column. (2) If some legs are premium class and others are not, then report each leg involving premium class on a separate line with the appropriate origin/destination for that leg and the date travel is to begin for that leg (e.g., Washington to Paris to Guam to Tokyo to Honolulu to

Washington. Only Washington to Paris and Tokyo to Honolulu are premium class; the other legs are coach class. List the Washington to Paris information on one line and the Tokyo to Honolulu information on another line with departure dates and cost for each premium class trip leg listed separately.

l. Travel Start Date.

m. Travel End Date.

n. Fare paid for premium class accommodations (nearest dollar).

o. Coach fare amount leg would cost if coach class used (nearest dollar).

p. Ticket Issuing Name and Location. (Name of Commercial Travel Office CTO))

q. Approval reason code.

2. Justification**.** Provide background and justification. Clearly explain the situation circumstances (i.e., not simply state the JFTR phrase, but provide the background and justification to enable an audit of the upgrade rationale).

DIRECTOR / CHIEF, CSG SIGNATURE

1st Ind TCDC or TCCS Date

MEMORANDUM FOR TCJA

The request for business class accommodations for (name of traveler) is approved / disapproved.

SIGNATURE BLOCK AND SIGNATURE
Deputy Commander/Chief of Staff

Attachment 3 - Travel Purpose Identifiers

Note: **These codes are simply a means to categorize a particular trip; they do not in any way convey an entitlement to use premium class accommodations.**

Travel Purpose Identifier Codes	Purpose
*1. Mission (Operational)	Travel to a particular site to perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance). Travel to attend a meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Traveler's day-to-day operational or managerial activities, as defined by the agency, to include, but not limited to: hearing, site visit, information meeting, inspection, audit, investigation, and examination.
*2. Training	Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. "Training" means the process of providing for, making available to, and placing or enrolling the member/employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals. Must distinguish between conference and training attendance and use the appropriate identifier.
3. No Longer Used	
*4. Conference -- Other than Training	Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Training). Examples: To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.
*5. Relocation	Travel performed in conjunction with a transfer from one PDS to another (same as a PCS move.) This includes new appointees/persons ordered to active duty when authorized relocation allowances for reporting to their first duty station.

Attachment 3 (continued)

Travel Purpose Identifier Codes	**Purpose**
6. No Longer Used	
*7. Special Agency Mission Travel	Travel to carry out a special agency mission (e.g., noncombat military units) and/or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization.
*8. Emergency Travel	Travel related to an unexpected occurrence/event or injury/illness that affects the traveler personally and/or directly that requires immediate action/attention.
9. No Longer Used	

Attachment 4 - Approval Reason Code

Code	Class of Service	Reason
F1	**First Class**	***Lower class of service not reasonably available.*** "Reasonably available" means that accommodations other than first class are not available on an airline scheduled to leave within 24 hours of the member's proposed departure time, and scheduled to arrive within 24 hours before member's proposed arrival time. Other restrictions apply. See JTR C2204 B3a; JFTR U3125 B3a.
F2	**First Class**	***Medical***. See B2, below. First class may only be used when and if business class transportation is not available. See JTR C2204-B3b; JFTR U3125-B3b.
F3	**First Class**	***Security***. Exceptional security circumstances require such travel. Includes courier travel when neither coach class nor business class accommodations are available. See JTR C2204-B3c; JFTR U3125-B3c.
F4	**First Class**	***When required by the mission.*** Applies only to special high level invited guests. Use of business class is required, if available. See JTR C2204-B3d; JFTR U3125-B3d.
F5	**First Class**	***Only first class is provided.*** See JTR C2204-B3e; JFTR U3125-B3e.
F6	**First Class**	***Non-federal source.*** Applies when a non-federal source makes full payment in advance for travel and one of the preceding criteria are met (F1, F2, F3, F4, F5). Acceptance of free travel must be approved in advance IAW USTRANSCOM 51-1. See JTR C2204-B3f; JFTR U3125-B3f.
FC	**First Class**	***Congressional travel*.** Applies when a civilian employee or member of the armed forces accompanies a member of Congress or a congressional employee on official travel authority in 31 USC 1108(g). See JTR C2204-B3g; JFTR U3125-B3g.
B1	**Business Class**	**Space in coach is not available.** Space in coach is not available on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission, and the purpose/mission is so urgent it cannot be postponed. Additional restrictions apply. See JTR C2204-B4a; JFTR U3125-B4a.

B2	**Business Class**	**Medical.** Competent medical authority must certify sufficient justification of disability or other special medical needs exist, and the medical condition necessitates (for a specific time period) the accommodations upgrade. The approval authority must determine that premium class accommodations are, or were, necessary because the member was, or is, so disabled or limited by other special medical needs that the lower cost economy accommodations (e.g., bulkhead seating, or obtaining two coach class seats, cannot, or could not, be used to meet the traveler's requirement). See C2204-B4b or JFTR U3125-B4b.
B3	**Business Class**	**Security.** Exceptional security circumstances require such travel. Applies to couriers and control officers accompanying controlled pouches or packages when space is not available on any scheduled flights in time to accomplish the mission. See JTR C2204-B4c; JFTR-U3125 B4c.
B4	**Business Class**	**When required by the mission.** Applies only to special high level invited guests. See JTR-C2204 B4d; JFTR U3125-B4d.
B5	**Business Class**	**Only business class service is provided.** See JTR C2204-B4e; JFTR U3125-B4e.
B6	**Business Class**	**Non-federal source.** Applies when a non-federal source makes full payment for travel. Acceptance of free travel must be approved in advance IAW USTRANSCOM 51-1. See JTR C2204-B4f: JFTR U3125-B4f.
B7	**Business Class**	**Foreign flag coach inadequate.** Applies when coach class accommodations on a foreign carrier do not provide adequate sanitation or meet health standards. See JTR C2204-B4g; JFTR U3125-B4g.
B8	**Business Class**	**Overall savings to the government.** Applies when use of business class 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. An actual cost comparison must be made and the details made part of the travel order. See JTR C2204-B4h; JFTR U3125-B4h.

B9	**Business Class**	**Scheduled flight time exceeds 14 hours**. Applies when the scheduled flight time from take-off at the original and landing at the destination exceeds 14 hours, including en route stops to change aircraft, and the TDY purpose/mission is so unexpected and urgent that it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work. The length of the flight alone is not sufficient. See JTR C2204-B4i; JFTR U3125-B4i.
BC	**Business Class**	**Congressional travel.** Applies when a civilian employee or member of the armed forces is accompanying a member of Congress or a congressional employee on official travel under the authority in 31 USC 1108(g). See JTR C2204-B4j; JFTR U3125-B4j.
BF	**Business Class**	**Required by foreign government regulations**, MOU/MOA/SOFA. See JTR C2204-B4k; JFTR U3125-B4k.

Attachment 5 - Travel Documentation Requirements

The approval for premium class travel must be documented by placing a statement on the travel authorization/order that provides, at a minimum, the following:

- The class of premium travel approved, business or first class.
- The name, rank, and office symbol of the approving official.
- The specific paragraph reference in the JTR or JFTR used to justify the premium class travel for the upgrade, which includes specific reference to the condition(s) met from the JTR or JFTR (i.e., JFTR U3125 B4a). (The approval code should have been used in the memorandum requesting approval for use of premium class travel accommodations.) Also see attachment 4, Approval Reason Code, for JTR/JFTR paragraph.
- The coach fare compared with the upgraded fare for the premium class portions of the trip.
- Documents used for approval of this premium class travel are on file in the office of the premium class approval official.

Example: *Business (or First) class accommodations have been justified and authorized/ approved based on JFTR, par. U3125-B4a. The cost difference between the business class fare and the coach class fare is $765. MG Aaaaa Baaaa, USTRANSCOM Chief of Staff, authorized/approved this use of premium class accommodations. Full documentation of the authorization/approval for use of these premium class accommodations is on file in the office of the premium class approving official.*

Keep in mind that in the event premium class tickets are issued in the absence of proper approval documentation, the traveler is responsible for the excess cost.