

Commercial Air Travel

Key References: 41 CFR part 301-10; DODD 4500.09E; DTR 4500.9-R; JFTR U3125/JTR C2204; JFTR U1200/JTR C1200; DepSecDef memo of 19 Mar 04; OPNAVINST 4610.8G; OPNAVINST 4650.15A; CNO Memo Ser N09BL/4U6681159 of 21 Jul 04

Key Concepts:

- For official travel, members generally must travel in coach class accommodations on commercial airlines.
- Use of premium class accommodations (business/first class) is authorized only as noted below and, absent extenuating circumstances or emergency situations, should be approved in advance.
 - Business class:
 - Only premium class is offered between origin/destination;
 - The travel is so urgent it may not be postponed, and there is no space in coach on a flight in time to accomplish the mission;
 - A doctor validates medical necessity of premium class travel to accommodate member's disability/physical impairment;
 - Upgrade necessary for exceptional security circumstances making it essential to successful performance of the mission;
 - Accommodations on foreign carriers do not provide adequate sanitation or do not meet health standards;
 - Overall Government savings (avoiding extra subsistence costs, overtime, lost productive time, etc.);
 - Frequent flyer miles used to obtain flight;
 - Non-Federal entity funds as gift of travel; or
 - Travel between CONUS and OCONUS en route to TDY where flight time (including stopovers) is greater than 14 hours. This **does not** automatically qualify for premium class travel; instead, the following factors must be present:
 - Either the origin or destination point is OCONUS;
 - TDY purpose/mission is so urgent it cannot be delayed or postponed; and,
 - The scheduled flight time (including stopovers) is in excess of 14 hours.
 - Passenger is not afforded an adequate rest period before commencing duties.¹
 - 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.
 - First class:
 - Lower class accommodations are not reasonably available;
 - Exceptional security requirements exist;
 - A doctor validates medical necessity of first class travel;
 - First class is the only accommodation provided between origin and destination; or,
 - Frequent flyer miles used to obtain flight.
 - Given the public appearance to the taxpayer, officers using premium class generally should not travel in uniform.

¹ The traveler must make every effort to schedule his/her travel so he/she has a rest period prior to starting work. Premium class travel should be the exception, not the rule, for flights over 14 hours.

ENCLOSURE (5)