



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/tlw

28 June 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 96-12(I)/CAP 83-12(I) Change 1st Class to Business Class in APP H3B-C5b

1. **SYNOPSIS:** Corrects erroneous wording in APP H3B-C5b.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by PDTATAC staff.
4. These changes are scheduled to appear in JFTR change 308, and JTR change 562, dated 1 August 2012.
5. Revisions in this information item are *effective 28 June 2012*.

WILLIAM B. TIRRELL, SR.
Chief, Policy and Regulations Branch

Attachment:
Rev 1

Uniformed E-Mail Distribution:

MAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:

CAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

JFTR/JTR REVISIONS

APP H: Travel Purpose Identifiers & Other than Economy/Coach Class Transportation (JFTR/JTR)

Part 3B: Business Class Decision Support Tool

C. Business Class Accommodations Requests

1. *****

5. Is the request for business class accommodations mission required (B9)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Is travel in connection with Federal Advisory Committees (5 USC app. <http://www.usdoj.gov/04foia/facastat.pdf>)?

*(1) **YES**. Business class accommodations *may* be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

(2) **NO**. Is the traveler a high level invited guest?

*(a) **YES**. Business class accommodations *may* be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

(b) **NO**. 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 GOV'T officials?

*-1- **YES**. Business class accommodations *may* be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

*-2- **NO**. Business class accommodations must not be authorized/approved.

6. *****