MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 010-18(E) -- Use of Lowest Cost Coach Class Fare when a City Pair Fare is Not Available

1. SYNOPSIS: This item changes the authority for using restricted fares when a City Pair Program fare is not available. Components can reduce travel costs through increased use of restricted fares. Restricted fares are acceptable to use when less expensive and mission effectiveness is maintained.

2. These changes are scheduled to appear in the JTR, dated 1 April 2018.

3. This determination is effective when printed in the JTR.

4. This determination is effective on 1 April 2018.

4. Action Officer: Christopher Woods (christopher.m.woods2.civ@mail.mil).

//Approved//

VELDA A. POTTER
Regulations Lead, Policy & Regulations Branch

Attachment:
Rev 1

Uniformed E-Mail Distribution:
MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:
CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges
JTR REVISIONS:

020206.M:

M.  Commercial Air Transportation.  Commercial airplane is the preferred mode for official travel more than 400 miles one way or more than 800 miles round trip.

1.  General Services Administration (GSA) City Pair Program Fares

   a.  The GSA City Pair Program is a contract between the Government and certain airlines for routes frequently traveled for Government business.  The program requires a traveler to use these routes when they are available.  City Pair Program fares are for official travel only and cannot be used for travel to or from leave points or for any portion of a route traveled for personal convenience.  For details see the GSA City Pair Program, the Defense Transportation Regulation (DTR) 4500.9-R, Part 1, the Federal Travel Regulation (FTR) §301-10, and computation examples.  City Pair Program flights are identified by the fare basis codes of either “YCA” or “-CA.”

      (1)  YCA refers to a contracted, unrestricted coach-class fare that includes the benefit of last-seat availability.  As long as a seat is available on the airplane, the Government traveler may purchase the seat at the YCA airfare.

      (2)  -CA refers to a contracted, unrestricted coach-class fare that is capacity controlled.  Only a certain number of seats are available on a given flight at the -CA rate.  A -CA airfare should be used when available and only the YCA should be used for cost comparison.

   b.  A command cannot permit a TMC to purchase YCA airfare when a -CA airfare is available and the AO determines that a -CA airfare meets the mission’s needs.  Personal frequent flyer points or miles use is not a valid reason to request a YCA airfare when a –CA fare is available.  A traveler who elects to use a YCA airfare when a –CA airfare is available, in order to use points or miles, is financially responsible to the Government for any excess costs.  CBCA 1511-TRAV, May 7, 2009.

2.  Restricted Airfares.  The AO may authorize or approve restricted airfares when they are offered to the general public and if trip cancellation would not impose significant costs.

   a.  When a City Pair Program fare is available, the AO must use the “Restricted Fares Checklist,” located on the DTMO website, when considering the approval of restricted airfares.  Restricted airfares cannot be applied in a blanket fashion, but can be considered for each trip on an individual basis.  For City Pair Program routes, if the contract carrier offers a lower fare, the traveler must use that airline’s restricted fare before selecting another airline’s restricted economy or coach airfare.

   b.  When a City Pair Program Fare is not available, the traveler should use the lowest cost coach-class fare that meets mission requirements.

   c.  The AO must consider that if a restricted fare is authorized and then later canceled or changed for official reasons and not for the personal convenience of the traveler, the Government is responsible for any excess costs.
The following pages are the same policy preceding this page but showing tracked changes.
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 010-18(E) -- Use of Lowest Cost Coach Class Fare when a City Pair Fare is Not Available

1. SYNOPSIS: This item changes the authority for using restricted fares when a City Pair Program fare is not available. Components can reduce travel costs through increased use of restricted fares. Restricted fares are acceptable to use when less expensive and mission effectiveness is maintained.

2. These changes are scheduled to appear in the JTR, dated 1 April 2018.

3. This determination is effective when printed in the JTR.

3. This determination is effective on 1 April 2018.

4. Action Officer: Christopher Woods (christopher.m.woods2.civ@mail.mil).

//Approved//
VELDA A. POTTER
Regulations Lead, Policy & Regulations Branch

Attachment:
Rev 1

Uniformed E-Mail Distribution:
MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:
CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges
M. Commercial Air Transportation. Commercial airplane is the preferred mode for official travel more than 400 miles one way or more than 800 miles round trip.

1. General Services Administration (GSA) City Pair Program Fares

   a. The GSA City Pair Program is a contract between the Government and certain airlines for routes frequently traveled for Government business. The program requires a traveler to use these routes when they are available. City Pair Program fares are for official travel only and cannot be used for travel to or from leave points or for any portion of a route traveled for personal convenience. For details see the GSA City Pair Program, the Defense TravelTransportation Regulation (DTR) 4500.9-R, Part 1, the Federal Travel Regulation (FTR) §301-10, and computation examples. City Pair Program flights are identified by the fare basis codes of either “YCA” or “-CA.”

   (1) YCA refers to a contracted, unrestricted coach-class fare that includes the benefit of last-seat availability. As long as a seat is available on the airplane, the Government traveler may purchase the seat at the YCA airfare.

   (2) -CA refers to a contracted, unrestricted coach-class fare that is capacity controlled. Only a certain number of seats are available on a given flight at the -CA rate. A -CA airfare should be used when available and only the YCA should be used for cost comparison.

   b. A command cannot permit a TMC to purchase YCA airfare when a -CA airfare is available and the AO determines that a -CA airfare meets the mission’s needs. Personal frequent flyer points or miles use is not a valid reason to request a YCA airfare when a –CA fare is available. A traveler who elects to use a YCA airfare when a –CA airfare is available, in order to use points or miles, is financially responsible to the Government for the cost difference between the YCA airfare and the –CA airfare. CBCA 1511-TRAV, May 7, 2009.

   c. When a City Pair Program fare is not available, the lowest cost economy or coach unrestricted fare should be used.

2. Restricted Airfares. The AO may authorize or approve restricted airfares when they are offered to the general public and if trip cancellation would not impose significant costs.

   a. When a City Pair Program fare is available, the AO must use the “Restricted Fares Checklist,” located on the DTMO website, when considering the approval of restricted airfares. Restricted airfares cannot be applied in a blanket fashion, but can be considered for each trip on an individual basis. For City Pair Program routes, if the contract carrier offers a lower fare, the traveler must use that airline’s restricted fare before selecting another airline’s restricted economy or coach airfare.

   b. When a City Pair Program Fare is not available, the traveler should use the lowest cost coach-class fare that meets mission requirements

   c. The AO must consider that if a restricted fare is authorized and then later canceled or changed for official reasons and not for the personal convenience of the traveler, the Government is responsible for any excess costs.