



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/tlw

31 August 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 104-16(E) -- Restricted Airfare

1. **SYNOPSIS:** Clarifies the use of the decision support tool in App H3C when a city pair fare is not available.
2. These changes are scheduled to appear in the JTR, dated 1 October 2016.
3. This determination is effective 31 August 2016.
4. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

VELDA A. POTTER

Regulations Lead, Policy & Regulations Branch

Attachment:

Rev 1

Uniformed E-Mail Distribution:

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JTR REVISIONS:

Ch 3 TOC

3500

GENERAL

- A. Cost Efficiency
- B. Restricted Airfare
- C. Arranging Transportation
- D. Personally Procured Transportation
- E. Air Travel Medically Inadvisable
- F. Scheduling Travel
- G. Rest Periods
- H. Authorizing/Approving Officials
- I. Decisions Support Tool
- J. Documentation Requirements
- K. Travel Order
- L. Additional Costs
- M. Advance Seat Assignment
- N. Blanket Travel Order
- O. Less Than Minimum Standards
- P. Restrictions

3045-D5c

*c. When a city pair fare is available, the AO must use the App H3C decision support tool to assist in determining if a restricted airfare may be advantageous to the Gov't.

3500 GENERAL

A. Cost Efficiency

*1. Transportation. Common carrier air transportation is ordinarily the most cost efficient and expeditious way to travel for travel of over 400 miles one way from the PDS.

*2. Early Booking. Whenever practicable, a traveler must arrange airfare enabling the lowest policy constructed airfare price available when traveling on domestic flights, including appropriately timing the airfare purchase. The AO and traveler should plan travel, and book reservations, early to purchase the least expensive policy constructed airfare.

*B. Restricted Airfare

*1. General

*a. Cost Savings. Contract city pair airfares (and other airfares limited to official Gov't business) provide savings to the Gov't, but there are circumstances when a restricted airfare available to the general public should be authorized when any risk of trip cancellation/itinerary changes are outweighed by the cost savings (App P1, par. A6c).

*b. Appropriate Use. Restricted airfares should never be applied in a blanket fashion, but could be a consideration. For example, not all FEML or R&R may be by restricted airfare, but it is appropriate to consider using a restricted airfare on a specific trip (e.g., TDY, FEML, RAT, and COT).

*c. Underutilization of City Pair Airfares. Underutilization of city pair airfares may cause airlines not to rebid the city pair airfares the following year (e.g., the airlines will no longer offer city pair fares for underutilized routes) resulting in significant long-term transportation cost increases to the Gov't.

*2. City Pair Fare is Available. When a city pair fare is available, the AO must use the App H3C decision support tool to assist in determining if a restricted airfare is advantageous to the Gov't.

*3. City Pair Fare is not Available

*a. When a city pair fare is not available, the traveler and AO must consider:

* (1) The chance that the flight will be changed or canceled, and

* (2) Applicable charges and fees that may be incurred,

*when determining if the savings is worth the risk that the trip will change.

*b. Use of the checklist in App H3C is not required, but travelers must follow their service or agency guidelines for using restricted tickets.

NOTE TO EDITOR: RE-LETTER ITEMS B-O

App H3C

**APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION
DECISION SUPPORT TOOLS**

SECTION 3C: RESTRICTED AIRFARE CHECKLIST FOR AOs

(*See par. 3500-B)

A. General

*1. DoD Travel Policy. Existing DoD travel policy allows the use of restricted airfares available to the general public.

*2. City Pair Fare is Available. When a city pair fare is available, the AO must complete the below checklist to determine the feasibility of a traveler using a restricted airfare.

CROSS REFERENCE REVISIONS:

3045-F4

*4. See par. 3500-E for medically inadvisable airfare.

3050-F

*F. Dependent Travel Limited to the Gov't Offered Air Transportation Cost. Dependent travel reimbursement is subject to the travel order limitations. See par. 3500-P.

3225-B3

*3. AO Authority. The AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the

traveler retains the ability to seek a lesser airfare on a U.S. flag airline. See par. 3500-B.

3225-C1

*1. When city pair service is available, the use of non-contract U.S. flag air service may be authorized only when justified under pars. 3225-B and 3500-B.

3500-B3

*3. AO Authority. The AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare on a U.S. flag airline. See par. 3500-B.

3515-C

*C. Additional Fee Seating. Additional fee seating includes any seating in the economy/coach cabin provided for an additional fee. This includes the aisle, window, exit row, or bulk head if there is an additional cost for this seating. Additional fee seating or advance seat assignment (par. 3500-M) must be authorized/approved as being in the Gov't's interest.

**APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION
DECISION SUPPORT TOOLS**

**SECTION 3A: BUSINESS-CLASS AIR ACCOMMODATIONS CODES
(*See par. 3500-D)**