



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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UTD/CTD corrected to reflect 2014 vice 2012 for record purposes

PDTATAC/tgh

26 June 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 108-14(E)/CAP 108-14(E) – Updated
Restricted Airfares Checklist

1. **SYNOPSIS:** Updates the restricted airfares checklist contained in APP H3 in order to update industry standards for change and cancellation fees.
2. These changes are scheduled to appear in JFTR change 586, and JTR change 332, dated 1 August 2014.
3. This determination is *effective on 25 June 2014*.

//approved//

Joel T. Ridenour

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 AND
~~'OTHER THAN ECONOMY/COACH'~~ TRANSPORTATION DECISION SUPPORT
TOOLS**

Note to Editor – Headers throughout APP H would need to reflect this change.

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APP H3C:

PART 3C: RESTRICTED AIRFARE CHECKLIST FOR AOs

(See JFTR, par. U3500-A1/JTR, par. C3500-A1)

See the [DTMO website](#) for an electronic version of this document.

A. General

1. Existing DoD travel policy allows the use of restricted airfares available to the general public.
2. The AO must complete the below checklist to determine the feasibility of a traveler using a restricted airfare.

B. Checklist

Prior to booking travel arrangement(s), please review the following questions.			
<u>No.</u>	<u>Item</u>	<u>Yes</u>	<u>No</u>
1.	Is the traveler's departure date more than 7 days from ticket purchase?		
2.	Is the travel firm (i.e., not subject to date, time and/ or destination(s) change)?		
3.	Is the traveler's mission to a single location?		
4.	Is the traveler able to obtain an approved travel authorization to purchase a restricted ticket within the allotted advanced purchase time limit? Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline. Refer to the airline website for advance purchase requirements.		

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5.	<p>Is the cost of the restricted airfare less than the least expensive unrestricted economy/coach airfare (by \$200+50 or more on a U.S. domestic flight, or \$300+50 on an International flight since these amounts are the change/cancellation fee charges)?</p> <p>Example: \$475425 Round Trip Unrestricted Fare; Nonrefundable fare is \$200. Question is whether AO should approve restricted fare of \$200, knowing a change fee is \$200+50. Answer is yes since \$200 + \$200+50 = \$400+50 which is still less than \$475425. For city pair routes, to achieve cost savings, travelers must consider the lowest available unrestricted economy/coach airfare (i.e., YCA or –CA, if offered).</p>		
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C. Restricted Airfare Determination

1. If the AO answers “NO” to any question, the traveler is not a good candidate for a restricted airfare.
2. If the traveler meets the above criteria, he/she is ready to book a restricted airfare reservation.
3. Most restricted airfares carry rules and penalties for changes and cancellations after ticketing, which could result in additional costs. Refer to the airline’s website for specifics.
4. Restricted airfares, like any other airfare for official GOVT travel, must be purchased through the CTO (and not through an on-line booking service)-~~if the CTO can make the purchase.~~

D. Limitations and Restrictions

1. JFTR, par. U3045-E and JTR, par. C3045-E apply if a GOV’T CTO or ‘in house’ service is not available.
2. ~~If the CTO cannot book the restricted airfare suggested by the traveler, it must be noted in DTS or otherwise documented, if travel arrangements are not secured via a CTO or DTS.~~
3. If a restricted airfare is approved by the AO, the funding Command, not the traveler, accepts total financial responsibility for the restricted airline ticket if the trip is changed/cancelled for any official reason.

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Approved

Disapproved

Approving Official’s Name

Approving Official’s Signature

Date