MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 136-17(I) – Clarify Approval Authority

1. **SYNOPSIS:** Clarifies the approval authority for premium class travel and inserts language inadvertently omitted in the rewrite and incorporates portions of Appendix H.

2. The attached revision is forwarded for information purposes only. No coordination or comments are required.

3. This revision was initiated by the USAF and USMC MAP Members.

4. These changes are scheduled to appear in the JTR, dated 1 November 2017.

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

6. Action Officer: Sheila Melton (Sheila.Melton.civ@mail.mil).

//Approved//

**Donna K. Haddix**
Chief, 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
020206.J-N:

J. Class of Service Used in Transportation. A traveler must use economy or coach accommodations on an airplane, train, or ship. However, the order-issuing AO may authorize travel on transportation that offers only premium-class service, such as Acela.

1. Table 2-4 identifies other conditions under which a traveler can upgrade transportation accommodations. A traveler experiencing extenuating or emergency circumstances may seek approval for an upgraded class of service from the appropriate authority within 7 days after travel is completed. All other travelers must submit their requests in advance for accommodations at a higher class of service than economy or coach.

2. *****

### Table 2-4. Travelers Changing Class of Service

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
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<tbody>
<tr>
<td>the AO determines the added cost of economy plus or coach elite airfare seating is necessary because less costly accommodations are inadequate for a traveler with a documented medical or special need,</td>
<td>the AO may authorize or approve the traveler to use economy plus or coach elite airfare seating. The AO may also authorize or approve economy plus or coach elite airfare for an attendant required to accompany the traveler en route (see par. 020206-K). Only the authorities listed in Table 2-5 may authorize or approve other than coach or economy class seating for any transportation mode.</td>
</tr>
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K. Medical or Special Needs. Any accommodation for a medical or special need requires that a medical authority provides a written certification of the medical condition or special need. An AO should also consider physical characteristics when determining the class of travel and the options for accommodating those special needs. Consider other travel options such as reserving economy plus, coach elite seating, or bulkhead seating that provide extra leg room or purchase two coach seats before recommending premium class travel. Only the authorities listed in Table 2-5 may authorize or approve premium class travel. If the traveler requires an attendant or escort, see Table 2-4, for criteria to authorize or approve premium-class accommodations for the attendant. Authority to use upgraded accommodations is limited to the disabled or special needs traveler and their attendant, and does not permit the rest of the family to travel on a class of service other than economy or coach. A medical authority must recertify the traveler’s medical condition or special need in writing:

1. *****

L-M. *****

N. Train, Ship, or Bus Transportation. For trains and buses, use the discount fares offered to the Government when the transportation meets mission requirements. Travel by ship may be authorized or approved —only the authorities in Table 2-5 may authorize or approve other than coach or economy class accommodations —under the following circumstances (OMB Bulletin 93-11, April 19, 1993):

1. *****
APPENDIX A:

ACCOMMODATIONS

B. Common Carrier

1. Other Than Economy/Coach

   a. First Class (see par. 020206-J, K and L and Table 2-5). First class:

      (1) Is the highest accommodations class, for cost and amenities, offered by:

         (a) Airlines,

         (b) Trains, and

         (c) Ships.

      (2) Includes ship suites, bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach on trains.

   b. Business Class. Business class is:

      (1) Other than the least expensive unrestricted economy/coach accommodations offered by airlines, trains, or ships that is higher than economy/coach and lower than first class for cost and amenities.

      (2) Referred to as business, business elite, business first, world business, connoisseur, or envoy, depending on the airline/train/ship.

      (3) Also a service class offered on extra fare trains (e.g., AMTRAK Acela Express).

      (4) Found in par. 020206-J, K and L and Table 2-5, ICW business class transportation. The approval authority is restricted to the two star flag level and civilian equivalents.

2. Economy/Coach. Economy/coach:

   a. Is the least expensive unrestricted accommodations offered by airlines/trains/ships that includes a service level available to all passengers regardless of the fare paid.

   b. Applies when an airline/train/ship offers only one accommodations class that is sold as economy/coach (i.e., some airlines/trains/ships only offer true business class/true first class and are not to be mistaken for this one accommodations class).

   c. Includes:

      (1) Tourist Class on airlines,
(2) Economy plus or coach elite seating on airlines. Airlines may use various names for this seating service, but it is in the economy or coach cabin and is not “other than economy or coach travel.” This type of seating normally provides extra leg room and requires an additional fee. The order issuing official must authorize or approve use of this seating service for it to be reimbursable by the Government.

(3) *****
The following pages are the same policy preceding this page but showing tracked changes.
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