

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)**CHANGE 586****1 AUGUST 2014**

- A. Authorized Personnel. These regulation changes are issued for all Department of Defense civilian employees.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective 1 August 2014 unless otherwise indicated.
- C. Civilian Principals. The following are the current Civilian Principals:

ANTHONY J. STAMILIO

Acting Deputy Assistant Secretary of the Army
(Military Personnel)

DR. RUSSELL BELAND

Deputy Assistant Secretary of the Navy (MPP)
(Manpower and Reserve Affairs)

JEFFREY R. MAYO

Deputy Assistant Secretary of the Air Force
(Air Force Management Integration)

- D. Applicable CAP Items and Brief of Revisions. This change includes all material and revisions written in the following CAP Items:

CAP 106-14(E)/MAP 106-14(E) -- Consumables Allowance – Banjul, The Gambia. Adds Banjul, The Gambia to the list of locations authorized consumable goods allowance contained in APP F1, par. D.

CAP 107-14(I)/MAP 107-14(I) -- Update Other Than Economy/Coach Class Checklist in APP H4B. Changes the language in the Other than Economy/Coach Class Travel checklist in APP H4B, Item 10.

CAP 108-14(E)/MAP 108-14(E) -- Updated Restricted Airfares Checklist. Updates the restricted airfares checklist contained in APP H3 in order to update industry standards for change and cancellation fees.

CAP 110-14(I)/MAP 110-14(I) -- FEML for Ouagadougou, Burkina Faso and Juba, South Sudan. Establishes FEML for Ouagadougou, Burkina Faso and Juba, South Sudan for two years beginning 4 June 2014 with an APOD of Frankfurt, Germany. Affects App S.

CAP 112-14(I) -- POC Mileage Rate Effective Date. Corrects the effective date in par. C2605-B2 to read '1 January 2014' vice '1 January 2013'. Affects par. C2605-B2.

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JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)

CHANGE 586

1 AUGUST 2014

The following Record-of-Changes chart reflects Joint Travel Regulations, Volume 2, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

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Chapter 1														
TOC	583	583	583	583	582	579	579	579	558	558	558	558	558	558
Part A	585	585	579	579	579	579	579	579	578	574	574	574	574	573
Part B	574	574	574	574	574	574	574	574	574	574	574	574	574	571
Part C	585	585	583	583	574	574	574	574	574	574	574	574	574	557
Part D	579	579	579	579	579	579	579	579	574	574	574	574	574	570
Part E	579	579	579	579	579	579	579	579	556	556	556	556	556	556
Chapter 2														
TOC	582	582	582	582	582	581	564	564	564	564	564	564	564	564
Part A	576	576	576	576	576	576	576	576	576	576	576	576	574	573
Part B	581	581	581	581	581	581	574	574	574	574	574	574	574	566
Part C	585	585	581	581	581	581	578	578	578	575	575	575	574	573
Part D	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part E	585	585	581	581	581	581	578	578	578	574	574	574	574	564
Part F	585	585	563	563	563	563	563	563	563	563	563	563	563	563
Part G	574	574	574	574	574	574	574	574	574	574	574	574	574	566
Part H	574	574	574	574	574	574	574	574	574	574	574	574	574	558
Part I	586	585	580	580	580	580	580	574	574	574	574	574	574	568
Part J	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part K	574	574	574	574	574	574	574	574	574	574	574	574	574	558
Part L	581	581	581	581	581	581	574	574	574	574	574	574	574	558
Chapter 3														
TOC	582	582	582	582	582	581	574	574	574	574	574	574	574	570
Part A1	574	574	574	574	574	574	574	574	574	574	574	574	574	566
Part A2	585	585	581	581	581	581	574	574	574	574	574	574	574	573
Part B	566	566	566	566	566	566	566	566	566	566	566	566	566	566
Part C	574	574	574	574	574	574	574	574	574	574	574	574	574	566
Part D	581	581	581	581	581	581	574	574	574	574	574	574	574	573
Part E	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part F	585	585	582	582	582	581	574	574	574	574	574	574	574	570
Part G	585	585	582	582	582	581	558	558	558	558	558	558	558	558
Part H	582	582	582	582	582	574	574	574	574	574	574	574	574	558
Part I	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Chapter 4														
TOC	580	580	580	580	580	580	580	579	574	574	574	574	574	572
Part A	582	582	582	582	582	578	578	578	578	572	572	572	572	572
Part B1	583	583	583	583	576	576	576	576	576	576	576	574	574	572

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Part B2	583	583	583	583	572	572	572	572	572	572	572	572	572	572
Part B3	580	580	580	580	580	580	580	579	574	574	574	574	574	572
Part B4	577	577	577	577	577	577	577	577	577	577	572	572	572	572
Part B5	580	580	580	580	580	580	580	572	572	572	572	572	572	572
Part C	580	580	580	580	580	580	580	572	572	572	572	572	572	572
Part D	582	582	582	582	582	580	580	576	576	576	576	572	572	572
Part E	572	572	572	572	572	572	572	572	572	572	572	572	572	572
Part F	580	580	580	580	580	580	580	572	572	572	572	572	572	572
Part G	580	580	580	580	580	580	580	578	578	574	574	574	574	572
Part H	585	585	572	572	572	572	572	572	572	572	572	572	572	572
Part K	585	585	572	572	572	572	572	572	572	572	572	572	572	572
Part L	582	582	582	582	582	572	572	572	572	572	572	572	572	572
Part Z	579	579	579	579	579	579	579	579	572	572	572	572	572	572
Chapter 5														
TOC	584	584	584											
Part A	584	584	584											
Part B1	584	584	584											
Part B2	584	584	584											
Part B3	584	584	584											
Part C1	584	584	584											
Part C2	584	584	584											
Part C3	584	584	584											
Part D	584	584	584											
Part E1	584	584	584											
Part E2	584	584	584											
Part E3	584	584	584											
Part E4	584	584	584											
Part E5	584	584	584											
Part E6	584	584	584											
Part E7	584	584	584											
Part E8	584	584	584											
Part F1	584	584	584											
Part F2	584	584	584											
Part F3	584	584	584											
Part G	584	584	584											
Part H	584	584	584											
Part I1	584	584	584											
Part I2	584	584	584											
Part I3	585	585	584											
Part I4	584	584	584											
Part J	584	584	584											
Part K1	584	584	584											
Part K2	584	584	584											
Part K3	584	584	584											
Part K4	584	584	584											
Part K5	584	584	584											
Part N1	584	584	584											
Part N2	584	584	584											
Part N3	584	584	584											
Part O1	584	584	584											

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Part O2	584	584	584											
Part O3	584	584	584											
Part P	584	584	584											
Part Z	584	584	584											
Chapter 6														
TOC	582	582	582	582	582	578	578	578	578	570	570	570	570	570
Part A	585	585	578	578	578	578	578	578	578	571	571	571	571	571
Part B	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part C1	517	517	517	517	517	517	517	517	517	517	517	517	517	517
Part C2	559	559	559	559	559	559	559	559	559	559	559	559	559	559
Part C3	563	563	563	563	563	563	563	563	563	563	563	563	563	563
Part C4	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Part C5	577	577	577	577	577	577	577	577	577	577	577	577	577	577
Part D	574	574	574	574	574	574	574	574	574	574	574	574	574	574
Part E	570	570	570	570	570	570	570	570	570	570	570	570	570	570
Chapter 7														
TOC	585	585	583	583	581	581	576	576	576	576	576	576	576	576
Part A1	585	585	576	576	576	576	576	576	576	576	576	576	576	576
Part A2	585	585	576	576	576	576	576	576	576	576	576	576	576	576
Part A3	585	585	581	581	581	581	577	577	577	577	577	577	577	577
Part A4	585	585	576	576	576	576	576	576	576	576	576	576	576	576
Part A5	585	585	576	576	576	576	576	576	576	576	576	576	576	576
Part B	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Part C	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Part D	585	585	581	581	581	581	576	576	576	576	576	576	576	576
Part E	585	585	576	576	576	576	576	576	576	576	576	576	576	576
Part F1	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Part F2	585	585	576	576	576	576	576	576	576	576	576	576	576	576
Part G	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Part H	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Part I	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Part J	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Part K	585	585	576	576	576	576	576	576	576	576	576	576	576	576
Part L	583	583	583	583	576	576	576	576	576	576	576	576	576	576
Part M	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Part N	585	585	576	576	576	576	576	576	576	576	576	576	576	576
Part O	585	585	576	576	576	576	576	576	576	576	576	576	576	576
Part P	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Part Q	585	585	576	576	576	576	576	576	576	576	576	576	576	576
Part R	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Part S	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Part T	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Part AA	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Appendix A														
Part 1	585	585	583	583	581	581	580	579	577	577	576	573	573	573
Part 2	583	583	583	583	572	572	572	572	572	572	572	572	572	572
Appendix E														
TOC	560	560	560	560	560	560	560	560	560	560	560	560	560	560
Part 1	585	585	577	577	577	577	577	577	577	577	576	570	570	570
Part 2	580	580	580	580	580	580	580	570	570	570	570	570	570	570
Part 3	560	560	560	560	560	560	560	560	560	560	560	560	560	560

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Appendix F														
TOC	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part 1	586	577	577	577	577	577	577	577	577	577	562	562	562	562
Part 2	557	557	557	557	557	557	557	557	557	557	557	557	557	557
Appendix G														
APP G	583	583	583	583	578	578	578	578	578	577	575	575	573	573
Appendix H														
Part 1	586	577	577	577	577	577	577	577	577	577	540	540	540	540
Part 2A	586	570	570	570	570	570	570	570	570	570	570	570	570	570
Part 2B	586	570	570	570	570	570	570	570	570	570	570	570	570	570
Part 2C	586	546	546	546	546	546	546	546	546	546	546	546	546	546
Part 3A	586	570	570	570	570	570	570	570	570	570	570	570	570	570
Part 3B	586	562	562	562	562	562	562	562	562	562	562	562	562	562
Part 3C	586	570	570	570	570	570	570	570	570	570	570	570	570	570
Part 4A	586	559	559	559	559	559	559	559	559	559	559	559	559	559
Part 4B	586	558	558	558	558	558	558	558	558	558	558	558	558	558
Part 4C	586	558	558	558	558	558	558	558	558	558	558	558	558	558
Part 5A	586	570	570	570	570	570	570	570	570	570	570	570	570	570
Part 5B	586	570	570	570	570	570	570	570	570	570	570	570	570	570
Appendix I														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part 1	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Part 2	577	577	577	577	577	577	577	577	577	577	577	577	577	577
Part 3	577	577	577	577	577	577	577	577	577	577	577	577	577	577
Part 4	579	579	579	579	579	579	579	579	579	577	577	572	572	572
Appendix O														
TOC	582	582	582	582	582	582	565	565	565	565	565	565	565	565
APP O	580	580	580	580	580	580	580	579	578	577	576	574	574	573
Appendix P														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part 1	585	585	574	574	574	574	574	574	574	574	574	574	574	573
Part 2	577	577	577	577	577	577	577	577	577	577	574	574	574	570
Appendix Q														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part1	582	582	582	582	582	579	579	579	577	577	576	575	573	573
Part2	517	517	517	517	517	517	517	517	517	517	517	517	517	517
Part3	582	582	582	582	582	563	563	563	563	563	563	563	563	563
Part4	576	576	576	576	576	576	576	576	576	576	576	576	576	576
Appendix R														
TOC	570	570	570	570	570	570	570	570	570	570	570	570	570	570
Part 1	579	579	579	579	579	579	579	579	577	577	541	541	541	541
Part 2	580	580	580	580	580	580	580	580	577	577	570	570	570	570
Appendix S														
APP S	586	583	583	583	580	580	580	579	577	577	568	568	568	568
Appendix T														
TOC	540	540	540	540	540	540	540	540	540	540	540	540	540	540
APP T	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Appendix U														
APP U	585	585	577	577	577	577	577	577	577	577	558	558	558	558
Appendix W														
APP W	577	577	577	577	577	577	577	577	577	577	574	574	574	563

PART I: MILEAGE AND MALT RATES

C2600 TDY & LOCAL TRAVEL

A. TDY Mileage Rate Chart TDY mileage rates for local and TDY travel are:

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>
Airplane	\$1.31	1 Jan 2014
Automobile (If no GOV is available)	\$0.56	1 Jan 2014
Motorcycle	\$0.53	1 Jan 2014
<u>Other Mileage Rate.</u> Applies when A POC is used instead of a GOV'T furnished vehicle (if a GOV is available) when use of a GOV'T furnished vehicle is to the GOV'T's advantage.	\$0.235	1 Jan 2014

B. Non-Motorized Transportation Mode

1. Mileage allowance is not authorized for non-motorized transportation mode (bicycle, etc.) used for official travel. See GAO decisions [B-184641, 11 September 1975](#); [B-196484, 19 February 1980](#) and [B-201654, 12 January 1981](#).
2. Reimbursement of actual transportation expenses incurred in the use of the non-motorized transportation mode is limited to the most advantageous transportation mode per the AO determination.

C. Helicopter and Privately Owned Boat. Privately owned aircraft use (other than an airplane, e.g., helicopter) and privately owned boat use are not reimbursed on a TDY mileage basis. See pars. C5228 and C5232

D. POC Use Instead of GOV. See par. C4795 for POC use instead of a GOV.

C2605 PCS, HHT (DoD CIVILIAN EMPLOYEE), FIRST DUTY STATION, AND SEPARATION TRAVEL

A. General. The MALT amount for authorized POC use during official PCS travel is determined using the official distance for which MALT may be paid under the circumstances as determined IAW applicable JTR provisions.

B. MALT Rate

1. **Effective 1 January 2014**, the MALT rate per authorized POC is \$.235/mile. The MALT rate in effect from 1 January – 31 December 2013 was \$.24/mile.
- *2. The \$.235/mile rate is effective for all PCS travel that commences on or after 1 January 2014 (i.e., the initial travel is started).
3. PCS travel that commenced prior to 1 January 2014 must be paid at the old rate (\$.24/mile) even if the travel was not completed until after 1 January 2014.
4. Par. C5212 clarifies general information and reimbursement ICW MALT.

5. Regardless of the POC type used (except in par.C2615), this is the PCS travel MALT rate. See par. C2650 for official distance determination.

6. See par. C5212-B2 if there is more than one authorized traveler in a POC.

C2610 CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES

A. Kilometer Conversion. To convert kilometers to statute/regular miles, multiply the number of kilometers times .62. **Example:** To convert 84 kilometers to miles, multiply 84 times .62 (84 km x .62 = 52 miles).

B. Nautical Mile Conversion. To convert nautical miles to statute/regular miles, multiply the nautical distance times 1.15077945. **Example:** To convert 53 nautical miles to miles, multiply 53 times 1.15077945 (53 nautical miles x 1.15077945 = 61 miles).

C2615 SELF-PROPELLED MOBILE HOME

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. C2600 for the official distance between authorized points.

APPENDIX F: CONSUMABLE GOODS ALLOWANCES

PART 1: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A. Uniformed Service Member

1. A member, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year (i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.).
2. Two consumable goods shipments (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.

B. Civilian Employee

1. A civilian employee, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year (i.e., 12-month tour – 1,250 lbs; 18-month tour – 1,875 lbs, etc.).
2. Two consumable goods shipments (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.
3. This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5154-C4.
4. In no event may the total weight of HHG transported and/or stored at GOV'T expense exceed 18,000 pounds.
5. The 18,000 pounds includes the weight of HHG transported at GOV'T expense, consumable goods shipments, and the weight of HHG stored.

C. Increased Consumable Goods Weight Allowance Request. Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for action. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

D. Authorized Locations

<u>Country/City</u>	<u>Effective Date</u>
Afghanistan	
Kabul	
Albania	
Tirana	
Algeria	
Algiers	
Angola	
Luanda	
Armenia	
Yerevan	
Azerbaijan	
Baku	

<u>Country/City</u>	<u>Effective Date</u>
Bangladesh	
Dhaka	
Belarus	
Minsk	
Benin	
Cotonou	
Bolivia	
La Paz	
Bosnia & Herzegovina, Federation of	
Botswana	
Bulgaria	
Sofia	
Burkina Faso	
Ouagadougou	
Burma	
Rangoon	
Burundi	
Bujumbura	
Cambodia	
Phnom Penh	
Cameroon	
Douala	27 Jun 2012
Yaoundé	
Cape Verde	
Praia	
Central African Republic	
Bangui	
Chad	
N'Djamena	
China	
Beijing	
Chengdu	
Guangzhou	
Shanghai	
Shenyang	
Wuhan	27 Jun 2012
Congo, Democratic Republic of the	
Brazzaville	
Kinshasa	
Cote d'Ivoire	
Abidjan	

APP F: Consumable Goods Allowances (JFTR/JTR)
Part 1: Locations Having Consumable Goods Allowances

Appendix F1

<u>Country/City</u>	<u>Effective Date</u>
Cuba	
Havana	
Cyprus	
Nicosia	
Czech Republic	
Vyskov	
Djibouti	
East Timor (See Timor, L'Este)	
Ecuador	
Quito	
Equatorial Guinea	
Malabo	
Eritrea	
Asmara	
Estonia	
Ethiopia	
Addis Ababa	
Fiji	
Suva	
Gabon	
Libreville	
*Gambia, The	
*Banjul	*4 May 2014
Georgia	
Tbilisi	
Ghana	
Accra	
Grenada	
St. George's	
Guinea	
Conakry	
Guyana	
Georgetown	
Haiti	
Port Au Prince	27 Jun 2012
India	
Calcutta	
Chennai	
Kolkata	27 Jun 2012
Mumbai	
New Delhi	

<u>Country/City</u>	<u>Effective Date</u>
Indonesia	
Ivory Coast (See Cote d'Ivoire)	
Kazakhstan	
Almaty (Alma-Ata)	
Astana (Aqmola)	
Kenya	
Kisumu	27 Jun 2012
Kyrgyzstan	
Bishkek	
Kosovo	
Pristina	
Laos	
Vientiane	27 Jun 2012
Latvia	
Riga	
Liberia	
Monrovia	
Libya	
Tripoli	
Lithuania	
Vilnius	
Macedonia, the Former Yugoslav Republic of	
Skopje	
Madagascar	
Antananarivo	
Malawi	
Lilongwe	
Mali	
Bamako	
Marshall Islands	
Majuro	27 Jun 2012
Mauritania	
Nouakchott	
Micronesia	
Kolonia	
Moldova	
Chisinau	27 Jun 2012
Mongolia	
Ulaanbaatar	
Montenegro	
Podgorica	

APP F: Consumable Goods Allowances (JFTR/JTR)
Part 1: Locations Having Consumable Goods Allowances

Appendix F1

<u>Country/City</u>	<u>Effective Date</u>
Mozambique	
Maputo	
Namibia	
Windhoek	24 Jan 2012
Nepal	
Kathmandu	
Nicaragua	
Managua	
Niger	
Niamey	
Nigeria	
Abuja	
Lagos	
Norway	
Bodo	
Muscat	
Pakistan	
Islamabad	
Quetta	
Philippines	
Manila	
Poland	
Bydgoszcz	
Szczecin	
Warsaw	
Romania	
Bucharest	
Russia	
Moscow	
St. Petersburg	
Vladivostok	
Yekaterinburg	
Rwanda	
Kigali	
Senegal	
Serbia	
Belgrade	
Sierra Leone	
Freetown	
Slovakia	
Trencin	

<u>Country/City</u>	<u>Effective Date</u>
Somalia	
Mogadishu	
Sri Lanka	
Colombo	
Sudan	
Khartoum	
Suriname	
Paramaribo	
Syria	
Damascus	
Tajikistan	
Dushanbe	
Tanzania	
Dar es Salaam	
Thailand	
Udon	27 Jun 2012
Timor, L'Este	
Dili	27 Jun 2012
Togo	
Lome	
Turkmenistan	
Ashgabat	
Uganda	
Kampala	
Ukraine	
Kiev	
Uzbekistan	
Tashkent	
Venezuela	
Caracas	
Vietnam	
Hanoi	27 Jun 2012
Ho Chi Minh City	27 Jun 2012
Yemen	
Sanaa	
Zaire (See Congo, Democratic Republic of the)	
Zambia	
Lusaka	
Zimbabwe	
Harare	27 Jun 2012

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

PART 1: TRAVEL PURPOSE IDENTIFIERS

Travel Purpose Identifier Codes	Purpose
0. NO LONGER USED	
1. Mission (Operational)	Travel to a particular site to perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance). Travel to attend a meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Traveler’s day-to-day operational or managerial activities, as defined by the agency, to include, but not limited to: a/an hearing, site visit, information meeting, inspection, audit, investigation, and examination.
2. Training	Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. "Training" means the process of providing for, making available to, and placing or enrolling the member/employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency’s mission and performance goals. "Conference" may also apply to training activities that are considered to be conferences, when: (a) the announced purpose of the conference is educational or instructional; (b) more than half of the time is scheduled for a planned, organized exchange or information between presenters and audience which meets the definition of training; (c) the content of the conference is germane to improving individual and/or organizational performance, and (d) development benefits will be derived through the member/employee attendance. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Conference – Other than Training). Examples: Job required training, Internships, Intergovernmental Personnel Act, and forums.
3. NO LONGER USED	
4. Conference -- Other than Training	Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Training). Examples: To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.

5. Relocation	Travel performed in connection with a transfer from one PDS to another (same as a PCS move) for member/employee/dependent, as applicable. This includes new appointees/persons ordered to active duty when authorized relocation allowances for reporting to the first duty station. Examples: PCS moves for domestic and international transferees/new appointees, tour renewal, temporary change of station (TCS), and last move home.
6. NO LONGER USED	
7. Special Agency Mission Travel	Travel to carry out a special agency mission (e.g., non-combat military units) and/or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization. Examples: These agency-defined special missions may include details; security missions (to a person or shipment such as diplomatic pouch); move witnesses between locations; travel by Federal beneficiaries and other non-employees; and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.
8. Emergency Travel	Travel related to an unexpected occurrence/event or injury/illness that affects the traveler personally and/or directly that requires immediate action/attention. To return a traveler from a temporary duty assignment location at Government expense to the designated post of duty or home, or other alternate location, where the traveler would ordinarily be present to take care of the emergency situation if the Government had not directed or assigned the traveler to another location to perform official business. Examples: Traveler is incapacitated by illness or injury, death or serious illness of a family member, or catastrophic occurrence or impending disaster that directly affects the traveler's home. Emergency travel also includes travel for medical care while traveler is TDY away from the PDS, death of a traveler/immediate family member when performing TDY, medical attendant transportation, assistance travel for a traveler with special needs, as well as travel for threatened law enforcement/investigative travelers. In the case of a uniformed member, the provisions of JFTR, par. U7015 or U7020, and for civilian employees JTR, par. C7015 or C7020, which are far more extensive, would apply.
9. NO LONGER USED	

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

SECTION 2A: REPORTING DATA ELEMENTS AND PROCEDURES FORMAT

'Other than Economy/Coach' Travel Reporting Data Elements and Procedures

1. **Traveler's Name** (*Last/First/MI; e.g., Smith, John. Q.*): Click here to enter text.
 and **Sponsor's Name** (*if applicable*): Click here to enter text.
2. **Traveler's Rank/Grade** (*e.g., O-7, E-6, GS-14, Civilian*): Click here to enter text.
 and **Sponsor's Rank/Grade** (*if applicable*): Click here to enter text.
3. **Last 4 SSN** (*Last 4 digits of traveler's Social Security Number*): Click here to enter text.
 and **Sponsor's Last 4 SSN** (*if applicable*): Click here to enter text.
4. **Service/Agency** of traveler (*e.g., U.S. Army, DIA*): Click here to enter text.
5. **Organization** of traveler (*e.g., 434 ARW/FMF*): Click here to enter text.
6. **Work Phone** (*Comm and DSN (both with area codes)*): Click here to enter text.
7. **Email Address**: Click here to enter text.
8. **Travel Purpose** (*See APP H, Part 1.*) **NOTE: These codes are a means to categorize a particular trip; they do not in any way convey authority to use other than economy/coach accommodations.** Choose an item.
9. Enter all proposed trip legs in the following table:

Leg Start Date	Leg End Date	Mode of Travel	Fare Class	Leg Origin	Leg Destination
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.

10. **Fare Paid** for other than economy/coach class accommodations (nearest dollar): \$ Click here to enter text.
11. **Coach Fare** amount leg would cost if coach class used (nearest dollar): \$Click here to enter text.
12. **Ticket Issuing Location** (Name and Location of (Contracted) Commercial Travel Office CTO):
 Click here to enter text.

13. Approval reason code and JTR/JFTR par. justification reference:

Approval Code: Choose an item.

Par. Reference: (e.g., JTR, par. C3520-C2), (First class see Part II, Section B; Business class see Part III, Section A of APP H)

14. **Approval Authority** of other than economy/coach accommodations (i.e., name, title) [Click here to enter text.](#)

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

SECTION 2B: FIRST-CLASS AIR ACCOMMODATIONS CODES

(See JTR, par. C3520-C; JFTR, par. U3520-C)

APPROVAL CODE	JTR & JFTR PARAGRAPH REFERENCE	REASON FOR TRAVEL
F1	JTR, par. U3520-C1b or JFTR, par. U3520-C1b	Lower Class Not Available in Time
F2	JTR, par. C3520-C3 or JFTR, par. U3520-C3	Medical
F3	JTR, par. C3520-C4 or JFTR, par. U3520-C4	Security
F4	JTR, par. C3520-C5 or JFTR, par. U3520-C5	Mission
F5	JTR, par. C3520-C6 or JFTR, par. U3520-C6	Only first class provided
F6	JTR, par. C3520-C7 or JFTR, par. U3520-C7	Non Federal source
FC	JTR, par. C3520-C8 or JFTR, par. U3520-C8	Congressional Travel

One of the other 6 reasons (F1 through F5 or FC) must also apply.

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

SECTION 2C: FIRST CLASS DECISION SUPPORT TOOL

A. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

B. First Class Air Accommodations Codes References. References at the end of the questions (e.g., (F1), (F4) refer to First Class Air Accommodations Codes in APP H2B.

C. First Class Accommodations Requests

1. Is the request for first class accommodations because other than economy/coach class airfare costs less than the least expensive unrestricted economy/coach class airfare?

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

2. Is the request for first class accommodations because lower class accommodations are not reasonably available (F1)?

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

b. **YES**. Are accommodations, other than first class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

(1) **YES**. Would traveler arrive later than the required reporting time at the duty site?

(a) **YES**. Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-1- **YES**. First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-2- **NO**. First class accommodations may be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

(b) **NO**. Would the traveler be required to depart earlier than the traveler is scheduled to complete duty?

-1- **YES**. Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-a- **YES**. First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-b- **NO**. First class may be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

3. Is the request for first class accommodations because of medical reasons (F2)?
- a. **NO.** First class accommodations must not be authorized/approved.
 - b. **YES.** Has competent medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first class accommodations?
 - (1) **NO.** First class accommodations must not be authorized/approved.
 - (2) **YES.** Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or a business class seat or shorter flights) meet the traveler's requirements?
 - (a) **YES.** First class accommodations must not be authorized/approved.
 - (b) **NO.** First class accommodations may be authorized/approved.
4. Is the request for first class accommodations due to exceptional security circumstances (F3)?
- a. **NO.** First class accommodations must not be authorized/approved.
 - b. **YES.** . Would use of other than first class accommodations entail danger to the traveler's life or Government property?
 - (1) **YES.** First class accommodations may be authorized/approved.
 - (2) **NO.** Are travelers agents of protective details accompanying individuals authorized to use first class accommodations?
 - (a) **YES.** Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?
 - 1- **NO.** First class accommodations must not be authorized/approved.
 - 2- **YES.** First class accommodations may be authorized/approved.
 - (b) **NO.** Are travelers, couriers or control officers accompanying controlled pouches or packages?
 - 1- **NO.** First class accommodations must not be authorized/approved.
 - 2- **YES.** Can adequate security of the pouch or package be maintained in coach or business class?
 - a- **YES.** First class accommodations must not be authorized/approved.
 - b- **NO.** First class accommodations may be authorized/approved.
5. Is the request for first class accommodations mission required (F4)?
- a. **NO.** First 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.** First class accommodations may be authorized/approved. For DoD, the Director,

Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

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

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

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

6. Is the request for first class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first class accommodations (F5)?

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

b. **YES**. Has the transportation officer/agent documented that there are no other scheduled coach or business class flights/seats?

(1) **NO**. First class accommodations must not be authorized/approved.

(2) **YES**. First class accommodations may be authorized/approved.

7. Is the request for first class accommodations because a non Federal source is paying (F6)?

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

b. **YES**. Does the non Federal source want the traveler to use first class accommodations and has the traveler met at least one of the other first class accommodations criteria (F1 through F5)?

(1) **NO**. First class accommodations must not be authorized/approved.

(2) **YES**. Have the transportation services been paid in advance by a non federal source?

(a) **NO**. First class accommodations must not be authorized/approved.

(b) **YES**. First class accommodations may be authorized/approved.

8. Is the request for first class accommodations for a member/employee traveling in support of congressional travel (FC)?

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

b. **YES**. An approval authority must sign a separate and distinct authorization form for issuance of an other than economy/coach class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

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

PART 3A: BUSINESS-CLASS AIR ACCOMMODATIONS CODES

(See JTR, par. C3500-C; JFTR, par. U3520-C)

APPROVAL CODE/REFERENCE/REASON			
Approval code	Paragraph reference	Reason for travel	<u>NOTE</u>
B1	JTR, par. C3520-C3 or JFTR, par. U3520-C3	Medical	
B2	JTR, par. C3520-C4 or JFTR, par. U3520-C4	Security	
B3	JTR, par. C3520-C9 or JFTR, par. U3520-C9	Foreign flag coach not adequate	
B4	JTR, par. C3520-C6 or JFTR, par. U3520-C6	Only business class provided	
B5	JTR, par. C3520-C7 or JFTR, par. U3520-C7	Non-Federal source	1
B6	JTR, par. C3520-C11a or JFTR, par. U3520-C11a	Over 14 hours	
B7	JTR, par. C3520-C10 or JFTR, par. U3520-C10	Overall savings	
B8	JTR, par. C3520-C1b or JFTR, par. U3520-C1b	Lower Class Not Available in Time	
B9	JTR, par. C3520-C5 or JFTR, par. U3520-C5	Mission	
BC	JTR, par. C3520-C8 or JFTR, par. U3520-C8	Congressional Travel	
BF	JTR, par. C3520-C12 or JFTR, par U3520-C12	Required by Foreign Government Regulations, MOU/MOA/SOFA	

NOTE:

1. For business-class accommodations, this is a 'stand-alone' reason.

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

SECTION 3B: BUSINESS CLASS DECISION SUPPORT TOOL

A. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

B. Business Class Air Accommodations Codes References. References at the end of the questions (e.g., (B1), (B7)) refer to Business Class Air Accommodations Codes in APP H3A.

C. Business Class Accommodations Requests

1. Is the request for business class accommodations because other than economy/coach airfare costs less than the least expensive unrestricted economy/coach airfare (B7)?

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

2. Is the request for business class accommodations because there are no least expensive unrestricted economy/coach accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission (B8)?

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

b. **YES**. Is the mission so urgent that it cannot be postponed?

(1) **NO**. Business class accommodations must not be authorized/approved.

(2) **YES**. Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

(a) **YES**. Business class accommodations must not be authorized/approved since arrival time reporting time in these cases is not mission critical.

-1- **NO**. Business class accommodations *may* be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

3. Is the request for business class accommodations because of medical reasons (B1)?

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

b. **YES**. Has competent medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business class accommodations?

(1) **NO**. Business class accommodations must not be authorized/approved.

(2) **YES**. Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

(a) **YES**. Business class accommodations must not authorized/approved.

(b) **NO**. Business class accommodations *may* be authorized/approved.

4. Is the request for business class accommodations due to exceptional security circumstances (B2)?

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

b. **YES**. Would use of other than business class accommodations entail danger to the traveler's life or GOV'T property?

(1) **YES**. Business class accommodations *may* be authorized/approved.

(2) **NO**. Are travelers agents of protective details accompanying individuals authorized to use business class accommodations?

(a) **YES**. Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

-1- **NO**. Business class accommodations must not be authorized/approved.

-2- **YES**. Business class accommodations *may* be authorized/approved.

(b) **NO**. Are travelers, couriers or control officers accompanying controlled pouches or packages?

-1- **NO**. Business class accommodations must not be authorized/approved.

-2- **YES**. Can adequate security of the pouch or package be maintained in coach class?

-a- **YES**. Business class accommodations must not be authorized/approved.

-b- **NO**. Business class accommodations *may* be authorized/approved.

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 a foreign government 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. Is the request for business class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class accommodations (B4)?

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

b. **YES.** Has the transportation officer/agent documented that no other scheduled coach class flights are available?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Business class accommodations *may* be authorized/approved.

7. Is the request for business class accommodations because a non Federal source is paying (B5)?

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

b. **YES.** Does the non Federal source want the traveler to use business class accommodations?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Have the transportation services been paid in advance by a non federal source?

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

(b) **YES.** Business class accommodations *may* be authorized/approved.

8. Is the request for business class accommodations because coach class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B3)?

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

b. **YES.** Has foreign flag service use been authorized/approved in accordance with the Fly America Act?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Does the aircraft have more than two cabins?

(a) **NO.** Business class accommodations must not be authorized/approved. **NOTE: The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.**

(b) **YES.** Business class accommodations *may* be authorized/approved.

9. Is the request for business class accommodations because business class accommodations would result in an overall savings to the GOV'T (B7)?

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

b. **YES.** Is this based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach class accommodations?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Is there an actual cost comparison showing the overall savings details?

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

(b) **YES.** Does the aircraft have more than two cabins?

-1- **NO.** Business class accommodations must not be authorized/approved. **NOTE: The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.**

-2- **YES.** Business class accommodations *may* be authorized/approved.

10. Is the request for business class accommodations because the scheduled flight time is in excess of 14 hours (B6)?

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

b. **YES.** Is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes more than 14 hours?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Does the traveler have to begin work immediately after arrival?

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

(b) **YES.** Can a rest period be scheduled en route or at the TDY site before starting work?

-1- **YES.** Business class accommodations must not be authorized/approved.

-2- **NO.** Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

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

-b- **YES.** Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation or any transportation other than TDY?

/1/ **YES.** Business class accommodations for these types travel must not be authorized/ approved.

/2/ **NO.** Business class accommodations *may* be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

11. Is the request for business class accommodations for a member/employee traveling in support of congressional travel? (BC)?

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

b. **YES.** An approval authority must sign a separate and distinct authorization form for issuance of a business class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

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

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.		
5.	*Is the cost of the restricted airfare less than the least expensive unrestricted economy/coach airfare (by \$200 or more on a U.S. domestic flight, or \$300 on an International flight since these amounts are the change/cancellation fee charges)? * Example: \$475 Round Trip Unrestricted Fare; Nonrefundable fare is \$200. Question is whether AO should approve restricted fare of \$200, knowing a change fee is \$200. Answer is yes since \$200 + \$200 = \$400 which is still less than \$475. 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).		

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).

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 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.

Approved

Disapproved

Approving Official's Name

Approving Official's Signature

Date

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

**SECTION A: ‘OTHER THAN ECONOMY/COACH’ ACCOMMODATIONS FOR A
MEDICAL DISABILITY/SPECIAL NEED REASON**

It is DoD policy (JFTR, par. U2110-J/JTR, par. C2110-J) that ‘other than economy/coach’ accommodations, due to a medical disability/special need, be used only when there is no alternative means to accommodate the traveler’s condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc.). The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the ‘other than economy/coach’ AO in advance of travel. This requirement is in the JTR and JFTR. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

A traveler who requests ‘other than economy/coach’ accommodations due to disability or other special need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required ‘other than economy/coach’ authorization prior to travel. *If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate ‘other than economy/coach’ AO within 7 days of travel completion. Failure to receive the appropriate authorization/approval for ‘other than economy/coach’ transportation either before or after travel may result in the traveler being financially liable for costs in excess of the economy/coach-class airfare.*

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

**SECTION 4B: 'OTHER THAN ECONOMY/COACH' TRANSPORTATION
 APPROVAL CHECKLIST**

'OTHER THAN ECONOMY/COACH' TRANSPORTATION APPROVAL CHECK LIST			
<p>Although existing policy allows the use of 'Other Than Economy/Coach' Transportation (i.e., Premium Class Travel) in certain circumstances, the Approving Official (AO) must certify that all decision factors and other alternatives were considered prior to recommending approval. The 'Other Than Economy/Coach' Transportation Approval Checklist must be used and submitted as part of the approval documentation. It is used to certify that the decision factors and other alternatives were considered in the approval process.</p>			
No.	Item	Yes	No
1.	Can the objective be accomplished by correspondence, teleconference, web-based communications or other appropriate means?		
2.	Is the trip for any of the following reasons: Permanent Change of Station (PCS); Renewal Agreement Travel (RAT); Consecutive Overseas Tour (COT); In Place Consecutive Overseas Tour Leave (IPCOT); Emergency Visitation Travel (EVT); Family Visitation Travel (FVT); Emergency Leave; Rest & Recuperation (R&R); Funded Environmental and Morale Leave (FEML); or Evacuation? <i>NOTE: 'Other Than Economy/Coach' transportation should not be approved for any of these trips types.</i>		
3.	Could another traveler accomplish the mission?		
4.	Could a GSA "business class" city pair airfare be used for 'Other Than Economy/Coach' transportation?		
5.	Could lower cost accommodations (i.e., economy-plus/coach elite, bulkhead, two economy seats or lowest business class seating be used as an alternative to 'Other Than Economy/Coach' seating/airfares?		
6.	Is the cost for 'Other Than Economy/Coach' airfare less than the cost for the least expensive unrestricted economy-/coach-class airfare?		
7.	Have other alternative travel dates and/or times been considered to obtain an economy-/coach-class airfare?		
8.	If flight time is in excess of 14 hours, (including non-overnight airport stopovers and plane changes) could an en route stopover or rest-period at the TDY location before beginning work accomplish travel at a lower cost?		
9.	Has sufficient justification been provided from a competent medical authority, certified in the last six months, that a disability or other special medical need exists and the condition necessitates 'Other Than Economy/Coach' transportation? <i>If the disability is a lifelong condition, then a certification statement is required every two years.</i>		
*10.	FOR DoD: As the authorizing official, reporting offices (approval authority) must ensure that all trips involving Other Than Economy/Coach Class airfares have been approved in accordance with all regulations.		

11	REMARKS (Use this space for additional/beneficial information or comments applied in the decision process.)
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Recommend approval of attached 'Other Than Economy/Coach' Transportation request for:

Traveler Name

Recommending Official's Name

Recommending Official's Title

Recommending Official's Signature

Date

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

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

**SECTION 4C: 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS
DETERMINATION FORMAT**

The request for first/business -class accommodations for _____

(enter full name of traveler)

is authorized/approved/disapproved.

Type Full Name, Rank and Office Symbol of 'Other
than Economy/Coach' Authorizing/Approving Signature

DATE

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

**SECTION 5A: TRAIN TRAVEL OTHER THAN COACH
ACCOMMODATIONS CODES**

(See JTR, par. C3625-D; JFTR, par. U3625-C)

APPROVAL CODE/REFERENCE/REASON		
APPROVAL CODE	JTR & JFTR PARAGRAPH REFERENCE	REASON FOR TRAVEL
T1	JTR, par. C3625-D1 or JFTR, par. U3625-D1	Lower Class Not Available
T2	JTR, par. C3625-D2 or JFTR, par. U3625-D1	Medical
T3	JTR, par. C3625-D3 or JFTR, par. U3625-D3	Security
T4	JTR, par. C3625-D4 or JFTR, par. U3625-D4	Health Standards
T5	JTR, par. C3625-D5 or JFTR, par. D3625-D5	Mission
T6	JTR, par. C3620 or JFTR, par. U3620	Advantageous to the GOV'T

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

**SECTION 5B: SHIP TRAVEL ‘OTHER THAN LOWEST FIRST CLASS’
ACCOMMODATIONS CODES**

(See JTR, par. C3660-C; JFTR, par. U3660-C)

APPROVAL CODE/REFERENCE/REASON		
APPROVAL CODE	JTR & JFTR PARAGRAPH REFERENCE	REASON FOR TRAVEL
S1	JTR, par. C3660-C1b or JFTR, par. U3660-C1b	Lower Class Not Available
S2	JTR, par. C3660-C1c or JFTR, par. U3660-C1c	Medical
S3	JTR, par. C3660-C1d or JFTR, par. U3660-C1d	Security

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APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations, when on permanent duty at the location, in the table below are authorized for a:

1. Member and each command-sponsored dependent; and
2. DoD civilian employee and each dependent.

B. Unauthorized Personnel. *JFTR/JTR contents do not apply to contractors or their employees at FEML locations.*

C. Authorized Period. A location shown is 'authorized' until removed from the list (regardless of the recertification date shown next to the destination). JFTR, par. U7000 (uniformed member) and JTR, par. C7000 (DoD civilian employee).

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.defensetravel.dod.mil/site/changesjfr.cfm>.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Albania, Tirana	EUCOM	Baltimore	<i>28 Sep 2012</i>
Algeria, Algiers	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Angola, Luanda	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		27 May 2014
Argentina, Buenos Aires	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Armenia, Yerevan	EUCOM	Baltimore	<i>28 Sep 2012</i>
Australia			
Alice Springs	PACOM	Honolulu	<i>15 Feb 2013</i>
Learmouth (incl. Exmouth)	PACOM	Perth	<i>15 Feb 2013</i>
Azerbaijan, Baku	EUCOM	Baltimore	<i>28 Sep 2012</i>
Bahrain, Manama	CENTCOM	Baltimore	<i>1 May 2013</i>
Bangladesh, Dhaka	PACOM	Honolulu	<i>15 Feb 2013</i>
Barbados, Bridgetown	SOUTHCOM	Miami	15 Jun 2013
	USPHS		15 Jun 2015
Belize, Belmopan	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Benin, Cotonou (USPHS members only; eff 20 Dec 2012)	USPHS	Baltimore	<i>31 Jan 2015</i>
Bolivia, La Paz	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Bosnia, Sarajevo	EUCOM	Baltimore	10 Apr 2014
Botswana, Gaborone	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		27 May 2014

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Brazil			
Brasilia	SOUTHCOM	Miami	15 Jun 2013
Rio de Janeiro	SOUTHCOM	Miami	15 Jun 2013
Sao Paulo	SOUTHCOM	Miami	15 Jun 2013
Bulgaria, Sofia	EUCOM	Baltimore	28 Sep 2012
*Burkina Faso, Ouagadougou	*AFRICOM	*Frankfurt	*3 June 2016
Burma (See Myanmar)			
Burundi, Bujumbura	AFRICOM	Washington Dulles International Airport	27 May 2012
Cambodia, Phnom Penh	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Cameroon, Yaoundé	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Chad, N'djamena	AFRICOM	Washington Dulles International Airport	27 May 2012
Chile, Santiago	SOUTHCOM	Miami	15 Jun 2013
China			
Beijing	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Shanghai (<i>eff. 8 Jul 2011</i>)	PACOM	Honolulu	7 Jul 2013
Colombia, Bogota	SOUTHCOM	Miami	15 Jun 2013
Costa Rica, San Jose	SOUTHCOM	Miami	15 Jun 2013
Cote D'Ivoire, Abidjan (formerly Ivory Coast)	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Croatia, Zagreb	EUCOM	Baltimore	28 Sep 2012
Cuba			
Guantanamo Bay	SOUTHCOM	Jacksonville	15 Jun 2013
Havana (USCG members only)	USCG	Miami	31 Jan 2016
Cyprus, Nicosia	EUCOM	Baltimore	10 Apr 2014
Democratic Republic of Congo, Kinshasa	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Djibouti	AFRICOM	Baltimore	17 Apr 2013
Dominican Republic, Santo Domingo	SOUTHCOM	Miami	15 Jun 2013
	USPHS		15 Jun 2015
Ecuador, Quito	SOUTHCOM	Miami	15 Jun 2013
Egypt, Cairo	CENTCOM	Baltimore	1 May 2013
El Salvador, San Salvador	SOUTHCOM	Miami	15 Jun 2013
Estonia, Tallinn	EUCOM	Baltimore	10 Apr 2014

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Ethiopia, Addis Ababa	AFRICOM	Baltimore	<i>27 May 2012</i>
	USPHS		27 May 2014
Fiji, Suva	PACOM	Honolulu	<i>15 Feb 2013</i>
Gabon, Libreville	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Georgia, Tbilisi	EUCOM	Baltimore	<i>28 Sep 2012</i>
Ghana, Accra	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		27 May 2014
Greece			
Athens	EUCOM	Baltimore	10 Apr 2014
Larissa	EUCOM	Baltimore	<i>28 Sep 2012</i>
Greenland, Thule 1/	EUCOM	Baltimore	09 Aug 2014
Guatemala, Guatemala City	SOUTHCOM	Miami	<i>15 Jun 2013</i>
	USPHS		15 Jun 2015
Guinea, Conakry	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Guyana, Georgetown	SOUTHCOM	Miami	<i>15 Jun 2013</i>
	USPHS		15 Jun 2015
Haiti, Port au Prince	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Honduras, Tegucigalpa	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Hong Kong	PACOM	Los Angeles	<i>15 Feb 2013</i>
India			
Hyderaba (<i>eff 8 Jul 2011</i>)	PACOM	Honolulu	<i>7 Jul 2013</i>
New Delhi	PACOM	Honolulu	<i>15 Feb 2013</i>
	USPHS		15 Feb 2015
Indonesia, Jakarta	PACOM	Honolulu	<i>15 Feb 2013</i>
Iraq (<i>eff 2 May 2011</i>)	CENTCOM	Baltimore	<i>1 May 2013</i>
Israel, Tel Aviv	EUCOM	Baltimore	<i>28 Sep 2012</i>
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Jordan, Amman	CENTCOM	Baltimore	<i>1 May 2013</i>
Kazakhstan, Astana	CENTCOM	Baltimore	<i>1 May 2013</i>
	USPHS		1 May 2015
Kenya, Nairobi	AFRICOM	Baltimore	<i>17 Apr 2013</i>
	USPHS		17 Apr 2015
Kosovo, Pristina (<i>eff 29 Sep 2010</i>)	EUCOM	Baltimore	<i>28 Sep 2012</i>
Kuwait	CENTCOM	Baltimore	<i>1 May 2013</i>
Kyrgyzstan, Bishkek	CENTCOM	Baltimore	<i>1 May 2013</i>
	USPHS		1 May 2015

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Laos, Vientiane	PACOM	Honolulu	<i>7 Jul 2013</i>
Latvia, Riga	EUCOM	Baltimore	9 Aug 2014
Lebanon, Beirut	CENTCOM	Baltimore	<i>1 May 2013</i>
Lesotho, Maseru <i>(USPHS only, eff 26 Nov 2013)</i>	USPHS	Baltimore	<i>31 Jan 2015</i>
Liberia, Monrovia <i>(eff 12 Sep 2008)</i>	AFRICOM	Baltimore	<i>27 May 2012</i>
Libya, Tripoli	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Lithuania, Vilnius	EUCOM	Baltimore	10 Apr 2014
Macedonia, Skopje The Former Republic of Yugoslavia	EUCOM	Baltimore	10 Apr 2014
Madagascar, Antananarivo	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Malawi, Lilongwe (USPHS members only)	USPHS	Baltimore	<i>31 Jan 2015</i>
Malaysia, Kuala Lumpur	PACOM	Sydney	<i>15 Feb 2013</i>
Mali, Bamako	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		27 May 2014
Malta, Valletta <i>(eff 29 Sep 2010)</i>	EUCOM	Baltimore	<i>28 Sep 2012</i>
Mauritania, Nouakchott	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Mexico, Mexico City	NORTHCOM	San Antonio	<i>27 Sep 2012</i>
Moldova, Chisinau	EUCOM	Baltimore	10 Apr 2014
Mongolia, Ulaanbaatar	PACOM	San Francisco	<i>15 Feb 2013</i>
Montenegro, Podgorica	EUCOM	Baltimore	10 Apr 2014
Morocco, Rabat	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Mozambique, Maputo	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		27 May 2014
Myanmar, Rangoon	PACOM	Honolulu	<i>15 Feb 2013</i>
Namibia, Windhoek	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		27 May 2014
Nepal, Katmandu	PACOM	Honolulu	<i>15 Feb 2013</i>
Nicaragua, Managua	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Niger, Niamey	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Nigeria, Abuja	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		27 May 2014
Oman, Muscat	CENTCOM	Baltimore	<i>1 May 2013</i>
Pakistan, Islamabad	CENTCOM	Baltimore	<i>1 May 2013</i>
Panama, Panama City	SOUTHCOM	Miami	<i>15 Jun 2013</i>

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Paraguay, Asuncion	SOUTHCOM	Miami	15 Jun 2013
Peru, Lima	SOUTHCOM	Miami	15 Jun 2013
Philippines, Manila	PACOM	Honolulu	15 Feb 2013
Poland, Warsaw	EUCOM	Baltimore	28 Sep 2012
Qatar, Doha	CENTCOM	Baltimore	1 May 2013
Romania			
Bucharest	EUCOM	Baltimore	10 Apr 2014
Oradea (<i>eff 22 Jul 2011</i>)	EUCOM	Baltimore	21 Jul 2013
Russia, Moscow	EUCOM	Baltimore	10 Apr 2014
Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	1 May 2013
Jeddah	CENTCOM	Baltimore	1 May 2013
Jubail	CENTCOM	Baltimore	1 May 2013
Khamis	CENTCOM	Baltimore	1 May 2013
King Khalid Military City	CENTCOM	Baltimore	1 May 2013
Riyadh	CENTCOM	Baltimore	1 May 2013
Tabuk	CENTCOM	Baltimore	1 May 2013
Taif	CENTCOM	Baltimore	1 May 2013
Senegal, Dakar	AFRICOM	Frankfurt	27 May 2012
Serbia, Belgrade	EUCOM	Baltimore	28 Sep 2012
Sierra Leon, Freetown (<i>eff 18 Apr 2011</i>)	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Singapore	PACOM	Honolulu	15 Feb 2013
South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
*South Sudan, Juba	*AFRICOM	*Frankfurt	*3 June 2016
Spain, Albacete (<i>eff 11 Apr 2012</i>) FOR PERSONNEL ASSIGNED TO LOS LLANOS AIR BASE	EUCOM	Baltimore	10 Apr 2014
Sri Lanka, Colombo	PACOM	Honolulu	15 Feb 2013
Sudan, Khartoum (<i>eff 18 April 2011</i>)	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Suriname, Paramaribo	SOUTHCOM	Miami	15 Jun 2013
Syria, Damascus	CENTCOM	Baltimore	1 May 2013
Taiwan, Taipei	PACOM	Sydney	15 Feb 2013

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Tajikistan, Dushanbe	CENTCOM	Baltimore	1 May 2013
	USPHS		1 May 2015
Tanzania, Dar Es Salaam	AFRICOM	Baltimore	27 May 2012
	USPHS		27 May 2014
Thailand, JUSMAGTHAI (<i>eff 21 Jan 2009</i>)			
Bangkok	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Chiang Mai	PACOM	Honolulu	15 Feb 2013
Timor-L'Este, Dili (<i>eff 20 June 2012</i>)	PACOM	Honolulu	19 June 2014
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	15 Jun 2013
Tunisia, Tunis	AFRICOM	Washington Dulles International Airport	27 May 2012
Turkey, Ankara	EUCOM	Baltimore	10 Apr 2014
Turkmenistan, Ashgabat	CENTCOM	Baltimore	1 May 2013
Uganda, Kampala	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Ukraine, Kiev	EUCOM	Baltimore	10 Apr 2014
	USPHS		10 Apr 2016
United Arab Emirates, Abu Dhabi	CENTCOM	Baltimore	1 May 2013
Uruguay, Montevideo	SOUTHCOM	Miami	15 Jun 2013
Uzbekistan, Tashkent	CENTCOM	Baltimore	1 May 2013
Venezuela, Caracas	SOUTHCOM	Miami	15 Jun 2013
Vietnam, Hanoi	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Yemen, Sana'a	CENTCOM	Baltimore	1 May 2013
Zambia, Lusaka	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Zimbabwe, Harare	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014

1/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.

2/ For international travel to Washington, DC, or Baltimore, MD, a city-pair between origin and 'WAS' constitutes the airfare for constructing transportation costs.