COMMERCIAL AIR

OVERVIEW

As the single focal point for commercial travel within the Department of Defense, the Defense Travel Management Office (DTMO) serves as the DoD customer interface for the GSA City Pair Program and provides oversight for Premium Class Travel and unused tickets within DoD.

CITY PAIR PROGRAM

DoD employees on official travel are required to use the GSA Airline City Pair Program. The City Pair Program offers government travelers benefits of service and maximum flexibility in planning official travel. Benefits include:

- Fares priced on one-way routes permitting agencies to plan multiple destinations
- No advance purchase required
- No minimum or maximum length stay required
- Fully refundable tickets
- Last seat availability
- No blackout periods
- Stable prices enabling travel budgeting
- Dual fares availability

For more information link to GSA at: http://www.gsa.gov

PREMIUM CLASS TRAVEL

DoD policy requires coach (economy) class travel accommodations be used when performing official government travel. Official travel in premium class (first and business) is granted only by exception and must be authorized in advance of actual travel. Exceptions are:

- Coach class is not available
- Use is required due to medical needs
- Required by security circumstances
- Required because of agency mission

Use the Premium Class Travel Reporting Tool at: https://www.defensetravel.dod.mil/PremiumTravel to report your premium class travel.

UNUSED TICKETS

It is essential that every traveler who cancels a trip after his/her airline ticket has been issued notify their Commercial Travel Office/Transportation Office. If a trip is cancelled before travel begins and the authorization has been approved/ticketed you may cancel the authorization by using the "*trip cancel*" feature in DTS.

More About the City Pair Program

- **The City Pair Program (CPP) includes 11 carriers in nearly 5,000 city pair markets**
- **The CPP offers average savings of 61 to 82 percent below comparable commercial full air fares, saving the federal government billions of dollars annually**
- **CPP includes dual fare availability in over 2300 city pairs, there are two contract fares, a highly discounted unrestricted fare and a capacity controlled fare with a deeper discount**

*Information current as of 4/08/2010