

## **Restricted Airfares Checklist**

Refer to JTR, par. 020206-M2.

1. General

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

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

2. Checklist. Prior to booking travel arrangements, please review the following questions.

<b>Question</b>	<b>Yes</b>	<b>No</b>
<b>1.</b> Is the travel firm (in other words, not subject to date, time, or destination changes)?		
<b>2.</b> Is the traveler's mission to a single location?		
<b>3.</b> 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.		
<b>4.</b> Is the cost of the restricted airfare less than the least expensive unrestricted economy or coach airfare by \$200 or more on a U.S. domestic flight or \$300 on an international flight, since these amounts are the change or cancellation fee charges?  <b>Example:</b> The round trip unrestricted fare is \$475. The nonrefundable fare is \$200. The AO should approve the restricted fare of \$200 with a change fee of \$200, since the total (\$400) is less than the unrestricted fare (\$475). For City Pair Program routes to achieve cost savings, travelers must consider the lowest available unrestricted economy or coach airfare (in other words, YCA or –CA, if offered).		

3. Restricted Airfare Determination

a. If the traveler meets the above criteria, they are ready to book a restricted airfare reservation.

b. If the answer to any of the questions is no, then the AO must determine if the savings from a reduced fare is worth the risk that the itinerary may change and penalties could be incurred.

c. Most restricted airfares have rules and penalties for changes and cancellations after ticketing, which may result in additional costs, making the command liable for any change fee. See the airline's website for more information.

d. Restricted airfares must be purchased through the TMC and paid for with a GTCC. Restricted airfares may not be purchased through on-line booking services.

4. Limitations and Restrictions

a. JTR, par. 020207.F, applies if a Government TMC is not available.

b. If the AO approves a restricted airfare, the funding Command, not the traveler, accepts total financial responsibility for the restricted airline ticket if the trip is changed or canceled for any official reason.

**Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)**

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c. Refer to JTR, par. 020206.M2, for personal limitations and restrictions when using restricted airfares for official travel.

<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
Approving Official's Name	Approving Official's Signature	Date	