



# EXECUTIVE TRAVEL TIPS

## OVERVIEW

As the single focal point for commercial travel within the Department of Defense, Defense Travel Management Office (DTMO) serves as the DoD focal point to the travel industry for the GSA City Pair Program and provides oversight for Other than Economy-/Coach Class Transportation and unused tickets.

## CITY PAIR PROGRAM

DoD employees on official travel are required (with few exceptions) 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: [www.gsa.gov/portal/category/27075](http://www.gsa.gov/portal/category/27075)

## POLICY

DoD policy states that “Contract city pair airfares (and other airfares limited to official Gov’t business) provide savings to the GOV’T. However, there are circumstances when restricted airfare available to the general public should be authorized when the cost savings outweighs any risk of the trip cancellation or itinerary changes” (see the Joint Travel Regulations (JTR)). For a decision support tool to assist Authorizing Officials with determining the feasibility and approving the use of restricted fares., go to: [www.defensetravel.dod.mil/Docs/AP-RA-01.pdf](http://www.defensetravel.dod.mil/Docs/AP-RA-01.pdf).

DoD policy requires coach (economy) class travel accommodations be used when performing official government travel. Official travel using Other Than Economy-/Coach-Class Transportation (i.e., premium class travel business) is granted only by exception and must be authorized in advance of actual travel. For more information about its use, visit the Joint Travel Regulations (JTR).

## UNUSED TICKETS

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

### More About the FY18 City Pair Program

- The FY18 City Pair Program (CPP) includes 8 carriers in over 9,207 city pair markets.
- The CPP offers savings to travelers of up to 53% off comparable commercial fares.
- In many markets, there are two contract fares, known as dual fares; a highly discounted unrestricted fare and a capacity controlled fare with a deeper discount. In FY18, 92% of CPP markets have dual fares.

