

OTHER THAN ECONOMY/COACH-CLASS TRANSPORTATION

Overview

The Defense Travel Management Office provides oversight of the Department's Other Than Economy/Coach-Class Transportation policy. DoD policy requires economy/coach class travel accommodations be used when on official government travel. Travel that is anything other than economy/coach class (i.e., premium class) may be permitted on an **exception basis only**.

Policy

- Authorization must be obtained on a case-by-case basis from the designated Other Than Economy/Coach-Class Transportation Authorizing Official, as laid out in the Joint Travel Regulations (JTR, Table 2-5). Blanket authorization and justification for Other Than Economy/Coach-Class Transportation is prohibited.
- Use of Other Than Economy/Coach-Class Transportation due to a disability or special need may only be allowed when there is no other means to accommodate a traveler's disability such as economy plus seating, bulkhead seating that provides extra leg room, or the purchase of two adjacent economy seats. A traveler's disability must be certified by a competent medical authority and authorized by the assigned Other Than Economy/Coach-Class Transportation Authorizing Official.
- Other Than Economy/Coach-Class Transportation must be authorized in advance of a trip. When extenuating circumstances or emergency situations prevent advanced authorization, a traveler must still obtain authorization after the fact.
- Requests for Other Than Economy/Coach-Class Transportation must be fully justified in accordance with the JTR. The Other Than Economy/Coach-Class Transportation Approval Checklist should be used by the appropriate authorizing authority as part of the approval documentation.
- Failure to receive approval for use of Other Than Economy/Coach-Class Transportation transportation may result in a traveler being financially responsible for costs over the economy/coach fare.

References

- Joint Travel Regulations (020206)
- AP-PCT-01 (Premium Class Travel Purpose Identifiers & Decision Support Tools)
- DoDI 5154.31
- Memorandum on Premium Class Travel Reporting Requirement, September 7, 2007
- Other Than Economy/Coach-Class Transportation Approval Checklist

References can be found at
[http://www.defensetravel.dod.mil/
site/premium.cfm](http://www.defensetravel.dod.mil/site/premium.cfm)



RESOURCES

The **AP-PCT-01 Decision Support Tool** outlines the decision-making process to assist with approving Other Than Economy/Coach-Class Transportation. The **Other Than Economy/Coach-Class Transportation Approval Checklist** is used for certifying that all alternatives were considered during the approval process. This form must be used and submitted by the appropriate authorizing authority as part of the approval documentation. These can both be found at www.defensetravel.dod.mil/site/premium.cfm Check your local business rules for information on using the form.



DEFENSE TRAVEL MANAGEMENT OFFICE
The DoD Center for Travel Excellence

Information updated 2/2020

www.defensetravel.dod.mil