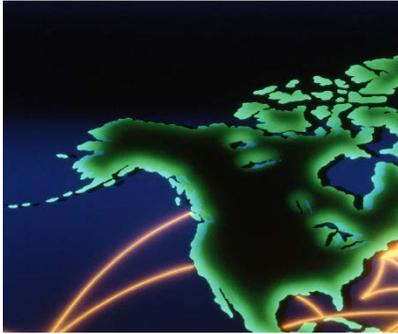




# DEFENSE TRAVEL MANAGEMENT OFFICE



## Travel Management Office Data Requirements

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Version 4.5  
May 2018

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## 1. TRAVEL DAILY

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The Government shall utilize branch/bridge access and live PNR queue transfer to read and capture standard PNR data (i.e. air, car, and lodging, etc.) and the additional data elements provided by the contractor.

The contractor shall:

- Establish auto-queuing in accordance with Section 7 below
  - Queue DoD PNRs upon processing refunds after contract expiration
- Provide additional data elements in accordance with Section 9 below
  - Data required “at the time of booking” shall be entered during the booking/quality control process and prior to end transaction
  - Data required “prior to ticketing” may be entered prior to or at ticketing as long as the data is present in the PNR prior to ending transaction
  - Leave field blank if the data capture requirements aren’t applicable
  - Update applicable fields upon processing PNR changes

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## 2. DATA QUALITY

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All PNRs will be checked for data quality.

The contractor shall:

- Establish an email address to receive data quality error notifications
- Receive email containing records with data errors
- Correct data errors in the passenger name record (PNR)
- Queue place corrected PNR within five business days of notification

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## 3. CUSTOMER NUMBER LIST (DK/CA)

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The contractor shall:

- Provide an Excel spreadsheet NLT five business days prior to contract start date containing the following:
  - Listing of all DKs/CAs
  - DK/CA descriptive name
  - Traveler type (official, leisure, LICWO, contractor, etc.)
  - Provide the COR with updates to DK/CA listing five business days prior to implementing changes

An example DK/CA list is provided in **Appendix A – DK List**

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## 4. SITE IDENTIFIER

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The government will assign unique identifiers for each site listed in Attachment 3, Site Data Sheets. The site ID listing and other site specific information will be provided to the contractor within five business days after award.

The contractor shall:

- Review the site ID listing
- Provide the COR with acknowledgement or corrections as required NLT 15 business days prior to contract start date
- Provide the COR with updates to site ID listing five business days prior to implementing changes

An example is provided in **Appendix B – CTO Site Listing**.

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## 5. RECORD RETENTION

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The Contractor shall ensure that PNRs are retained in the GDS for a minimum of six months after the last date of travel in the PNR.

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## 6. TESTING

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The contractor shall:

- Participate in Travel Daily testing NLT 7 days prior to contract start date
- Prepare and queue one test PNR for each site PCC
- Test PNRs shall include all additional data reporting elements as required in Section 9

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## 7. AUTO-QUEUING INSTRUCTIONS

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The following GDS features are supported by the Government:

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### 7.1. SABRE

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These instructions apply to Abacus as well.

Official Website: <http://www.sabretravelnetwork.com>

Support: <http://eservices.sabre.com>

Feature	Government Supported
Pseudo City Code	EZ7C
Processing Type	Web Services
DTMO Queue Assignment	<b>The queue will be assigned during the implementation process.</b>
Automated Itinerary Segments Supported	Active/Automated Air, Hotel, Car
Passive itinerary Segments Supported	Passive/Sabre Standard for Air, Hotel & Car
Scans/Hit Charges	All costs for scans and hits are born by the Government
Access Type	Branch

### Branch Access

The Contractor shall establish branch access between the above PCC and each of the Contractor's PCCs to view, sweep, and queue place all DoD PNRs.

### Queue Placement

The Contractor shall:

- Utilize Sabre's automated queue drop functionality to queue place all newly created, ticketed, cancelled, refunded or otherwise modified PNRs to a designated queue in the Government's PCC

- Ensure PNR refund data is queued immediately upon processing refunds when the PNR is in queue or when initiating refunds via the electronic ticket record (ETR.)

### Passive Segments

The Contractor shall:

- Utilize Sabre standard formats for air, car, and rail
- For lodging, use the following format:  
OHHTAAGK1WASIN10AUG-OUT12AUG/MCMARRIOTT/GOVT/ 89.00USD/ G/SI-[]101MAIN  
STREET#ARLINGTON VIRGINIA 12345#FONE 800-555-1212/CF-12345678

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## 7.2. WORLDSPAN

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Official Website: <http://www.worldspan.com/>

Support: <http://support.worldspan.com>

Feature	Government Supported
Subscriber Identifications (SIDs)	OUO
Processing Type	Web Services
DTMO Queue Assignment	<b>The queue will be assigned during the implementation process.</b>
Automated Itinerary Segments Supported	Active/Automated Air, Hotel, Car
Passive itinerary Segments Supported	Passive/Worldspan Standard for Air, Hotel & Car
Scans/Hit Charges	All costs for scans and hits are born by the Government. No SID emulation is performed by DTMO to read PNR information.
Access Type	Bridge

### Bridge Access

The Contractor shall establish bridge access between the above government supported SID and each of the Contractor's SIDs to view, sweep, and queue place all DoD PNRs.

### Queue Placement

The Contractor shall:

- Utilize Worldspan QTRAC functionality to queue place all newly created, modified, cancelled, and ticketed PNRs to a designated queue in the Government's SID
- Ensure PNR refund data is queued immediately upon processing refunds when the PNR is in queue or when initiating refunds via the electronic ticket record (ETR)

### Passive Segments

The Contractor shall:

- Utilize the Worldspan standard format for air, car, and rail
- Process lodging using the following format:  
Manual Entry: HN@MK\*MIA25OCT28OCT1/C-QI/H-QUALITY INN/R-A2DRAC/SI-123 MAIN  
STREET\$MIAMI FL12345\$PHONE 703-456-9876@/RT-USD 9900/RD-DELUXE ROOM/CF-444444

**8. SPECIAL CHARACTERS**

The Government supports the following characters and translations:

Character	Translated to
-	_
--	_
AT	@
at	@
U	_
u	_
#	@
&#164	@
(A)	@
(a)	@
*	@
*27	'
*2D	-
*4	'
*40	@
*5F	_
*6	_
*8	@
.AT.	@
.at.	@
.UN.	_
.un.	_
/	.
/-	_
//	_
/AT/	@
/at/	@
?	_
@@-	_
\u00A4	@
\u00A4\u00A4-	_
\u00A4\u00A4U	_
+	@
=	_
==	_
Blank Space	_

Note: additional characters/translations may be added upon request

**9. INSTRUCTIONS FOR ADDITIONAL REQUIRED ELEMENTS**

Field ID	Description														
<u>1</u>	<p><b><u>CLASS OF SERVICE CODE</u></b> Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with air, bus, rail and water reservations</li> <li>• All air and rail segments</li> <li>• Prior to ticketing</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th style="text-align: center;">Code</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">F</td> <td><b>First Class</b> Generally the highest class of accommodation offered by the airlines in terms of cost and amenities and termed "first class" by the airlines and reservation systems.</td> </tr> <tr> <td style="text-align: center;">B</td> <td><b>Business Class</b> A premium class of accommodation offered by the airlines that is generally higher than coach and lower than first class in both cost and amenities.</td> </tr> <tr> <td style="text-align: center;">C</td> <td><b>Coach</b> The basic class of accommodations offered to travelers regardless of fare paid. Also referred to as "tourist" or "economy class".</td> </tr> <tr> <td style="text-align: center;">H</td> <td><b>Charter</b> Negotiated rate to lease an aircraft or other mode of transport such as bus for the use of a group.</td> </tr> </tbody> </table> <p><b>Data Entry Format Examples (S1 First, S2 Coach, S3 First, S4 Coach):</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 25%;">Sabre</td> <td>5.S*UD55-DTMO1- S1*F/S2*C/S3*F/S4*C</td> </tr> <tr> <td>Worldspan</td> <td>5/DTMO/1-S1*F/S2*C/S3*F/S4*C</td> </tr> </tbody> </table>	Code	Description	F	<b>First Class</b> Generally the highest class of accommodation offered by the airlines in terms of cost and amenities and termed "first class" by the airlines and reservation systems.	B	<b>Business Class</b> A premium class of accommodation offered by the airlines that is generally higher than coach and lower than first class in both cost and amenities.	C	<b>Coach</b> The basic class of accommodations offered to travelers regardless of fare paid. Also referred to as "tourist" or "economy class".	H	<b>Charter</b> Negotiated rate to lease an aircraft or other mode of transport such as bus for the use of a group.	Sabre	5.S*UD55-DTMO1- S1*F/S2*C/S3*F/S4*C	Worldspan	5/DTMO/1-S1*F/S2*C/S3*F/S4*C
Code	Description														
F	<b>First Class</b> Generally the highest class of accommodation offered by the airlines in terms of cost and amenities and termed "first class" by the airlines and reservation systems.														
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H	<b>Charter</b> Negotiated rate to lease an aircraft or other mode of transport such as bus for the use of a group.														
Sabre	5.S*UD55-DTMO1- S1*F/S2*C/S3*F/S4*C														
Worldspan	5/DTMO/1-S1*F/S2*C/S3*F/S4*C														
<u>2</u>	<p><b><u>REASON CODE FOR OTHER THAN ECONOMY/COACH CLASS TRANSPORTATION (OTECCT)</u></b> Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNRs with OTECCT reservations</li> <li>• All OTECCT segments</li> <li>• At time of booking for reason codes N and O below</li> <li>• Prior to ticketing for all other reason codes</li> </ul> <p>References in description refer to the Joint Travel Regulations, Appendix H3A</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th style="text-align: center;">Code</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td>Lower Class Not Available in Time (B.3.a &amp; B.4.a.)</td> </tr> <tr> <td style="text-align: center;">B</td> <td>Medical (B.3.b &amp; B.4.b.)</td> </tr> <tr> <td style="text-align: center;">C</td> <td>Security (B.3.c &amp; B.4.c.)</td> </tr> <tr> <td style="text-align: center;">D</td> <td>Mission (B.3.d &amp; B.4.d.)</td> </tr> </tbody> </table>	Code	Description	A	Lower Class Not Available in Time (B.3.a & B.4.a.)	B	Medical (B.3.b & B.4.b.)	C	Security (B.3.c & B.4.c.)	D	Mission (B.3.d & B.4.d.)				
Code	Description														
A	Lower Class Not Available in Time (B.3.a & B.4.a.)														
B	Medical (B.3.b & B.4.b.)														
C	Security (B.3.c & B.4.c.)														
D	Mission (B.3.d & B.4.d.)														

E	Only first class provided (if highest class of service is First) / Only business class provided (if highest class of service is Business) (B.3.e & B.4.e.)
F	Non-Federal funding source (must be used in conjunction with A - E) (B.3.f. & B.4.f.)
G	Congressional Travel (must be used in conjunction with A - E) (B.3.g. & B.4.j.)
H	(Business Class Only) Foreign flag coach not adequate (B.4.g.)
I	(Business Class Only) Over 14 hours (B.4.i.)
J	(Business Class Only) Required by foreign government regulations, MOU/MOA/SOFA (B.4.k.)
K	(Business Class Only) Use of business class results in an overall savings on the trip (B.4.h.)
L	Traveler used a frequent flyer upgrade to pay the difference between YCA/lowest unrestricted coach fare and premium class travel
M	Traveler self-paid (e.g. Leisure, LICWO, Contractor Travel, etc.)
N	Premium class is lower than YCA and/or lower than lowest unrestricted coach fare (e.g. GDS auto-priced premium as the lowest applicable unrestricted fare)
O	Airline automatic upgrade (e.g. "UP" fares)

**Data Entry Format Examples** (Segments 1 & 3 are OTECCT due to medical):

Sabre	5.S*UD55-DTMO2-S1*B/S3*B
Worldspan	5/DTMO/2-S1*B/S3*B

**3**

**COMPARISON FARE**

Enter the comparison fare in accordance with the instructions below.

**Data Capture Requirements:**

- All PNRs with OTECCT reservations
- Ticket level
  - Enter comparison fare in the last segment associated with each stored fare
- At the time of booking

**Example #1:**

**Booked/Ticketed Fare**

```

1 UA 594Y 20SEP S DCADEN SS1 412P 609P
2 UA 565F 25SEP F DENDCA SS1 955A 322P
BASE FARE          TAXES/FEES/CHARGES  TOTAL
1-  USD1826.97          165.23XT  USD1992.20GVT
XT  137.03US    8.00ZP  11.20AY  9.00XF
    1826.97          165.23    1992.20TTL
GVT-01 YCADCA FUA2F
    
```

**Comparison Fare**

```

1 UA 594Y 20SEP S DCADEN SS1 412P 609P
2 UA 565Y 25SEP F DENDCA SS1 955A 322P
BASE FARE          TAXES/FEES/CHARGES  TOTAL
1-  USD401.86          58.34XT  USD460.20GVT
    
```

XT 30.14US 8.00ZP 11.20AY 9.00XF  
 401.86 58.34 **460.20TTL**  
 GVT-01 YCADCA

**United was the contract carrier for the origin/destination; therefore, the round trip YCA inclusive of taxes and fees (460.20) shall be used as the comparison fare.**

**Example #2:**

**Booked/Ticketed Fare**

1 UA 989Y 20SEP S IADFRA SS1 525P 720A 21SEP  
 2 LH 326Y 24SEP Q FRAVCE NN1 1230P 145P  
 3 UA9058J 29SEP T VCEFRA\*SS1 1030A 1155A  
 4 UA8827J 29SEP T FRAIAD\*SS1 115P 355P  
 WPPGVT#XR«

BASE FARE	TAXES/FEES/CHARGES	TOTAL
1- USD7650.00	634.00XT	USD8284.00GVT
XT 428.00YQ	35.40US 5.50YC 7.00XY	
	5.00XA 5.60AY 18.40DE 53.40RA	
	47.30OY 1.80EX 9.60IT 4.30VT	
	7.30HB 0.90MJ 4.50XF	
7650.00	634.00	8284.00TTL

GVT-01 YCA Y77 JXR1

**Comparison Fare:**

1 UA 989Y 20SEP S IADFRA SS1 525P 720A 21SEP  
 2 LH 326Y 24SEP Q FRAVCE NN1 1230P 145P  
 3 UA9058Y 29SEP T VCEFRA\*SS1 1030A 1155A  
 4 UA8827Y 29SEP T FRAIAD\*SS1 115P 355P  
 WPPGVT#XR«

BASE FARE	TAXES/FEES/CHARGES	TOTAL
1- USD3649.00	464.00XT	USD4113.00GVT
XT 258.00YQ	35.40US 5.50YC 7.00XY	
	5.00XA 5.60AY 18.40DE 53.40RA	
	47.30OY 1.80EX 9.60IT 4.30VT	
	7.30HB 0.90MJ 4.50XF	
3649.00	464.00	<b>4113.00TTL</b>

GVT-01 YCA Y77 YDG

The comparison fare for this example includes a contract fare, unrestricted economy class fare, and a discount government fare (4113.00).

- Segment 1 (IAD-FRA) was booked/ticketed on the contract carrier (YCA)
- Segment 2 (FRA-VCE) was booked/ticketed between an origin/destination with no contract city pair award. The fare was booked/ticketed at the lowest available unrestricted economy class fare (Y77)
- Segments 3 & 4 (VCE-IAD) were booked/ticketed on the non-contract carrier
- The lowest available unrestricted economy fare for the non-contract carrier was a discount government fare (YDG).

**Data Entry Format Examples:**

	<table border="1"> <tr> <td data-bbox="337 159 521 233">Sabre</td> <td data-bbox="521 159 1299 233">5.S*UD55-DTMO3- S2*460.20 (Using example #1 from above)</td> </tr> <tr> <td data-bbox="337 233 521 306">Worldspan</td> <td data-bbox="521 233 1299 306">5/DTMO/3-S4*4113.00 (Using example #2 from above)</td> </tr> </table>	Sabre	5.S*UD55-DTMO3- S2*460.20 (Using example #1 from above)	Worldspan	5/DTMO/3-S4*4113.00 (Using example #2 from above)									
Sabre	5.S*UD55-DTMO3- S2*460.20 (Using example #1 from above)													
Worldspan	5/DTMO/3-S4*4113.00 (Using example #2 from above)													
<b>4</b>	<p><b><u>FARE RESTRICTION IDENTIFIER</u></b></p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with air or rail reservations</li> <li>• All air and rail segments</li> <li>• At time of booking</li> </ul> <p><b><u>Enter code from the table below.</u></b></p> <table border="1"> <thead> <tr> <th data-bbox="337 611 440 663">Code</th> <th data-bbox="440 611 1299 663">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 663 440 701">R</td> <td data-bbox="440 663 1299 701">Fully Refundable Fare</td> </tr> <tr> <td data-bbox="337 701 440 739">N</td> <td data-bbox="440 701 1299 739">Non-Refundable Fare</td> </tr> <tr> <td data-bbox="337 739 440 774">P</td> <td data-bbox="440 739 1299 774">Refundable Fare with Penalty</td> </tr> </tbody> </table> <p><b>Data Entry Format Examples:</b></p> <table border="1"> <tr> <td data-bbox="337 846 521 898">Sabre</td> <td data-bbox="521 846 1299 898">5.S*UD55-DTMO4-S1*N/S2*N/S3*N/S4*N</td> </tr> <tr> <td data-bbox="337 898 521 951">Worldspan</td> <td data-bbox="521 898 1299 951">5/DTMO/4-S1*N/S2*N/S3*N/S4*N</td> </tr> </table>		Code	Description	R	Fully Refundable Fare	N	Non-Refundable Fare	P	Refundable Fare with Penalty	Sabre	5.S*UD55-DTMO4-S1*N/S2*N/S3*N/S4*N	Worldspan	5/DTMO/4-S1*N/S2*N/S3*N/S4*N
Code	Description													
R	Fully Refundable Fare													
N	Non-Refundable Fare													
P	Refundable Fare with Penalty													
Sabre	5.S*UD55-DTMO4-S1*N/S2*N/S3*N/S4*N													
Worldspan	5/DTMO/4-S1*N/S2*N/S3*N/S4*N													
<b>5</b>	<p><b><u>RESTRICTED FARE COMPARISON</u></b></p> <p>Enter the comparison fare in accordance with the instructions below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNRs with restricted fares (any fare other than fully refundable)</li> <li>• Ticket level             <ul style="list-style-type: none"> <li>○ Enter comparison fare inclusive of taxes and fees in the last segment associated with each restricted fare stored</li> </ul> </li> <li>• At the time of booking</li> </ul> <p>In GSA contract city pair markets, the YCA shall be used as the comparison even if the reservation is booked on the non-contract carrier.</p> <p><b>Example #1:</b></p> <p><b>Booked/Ticketed Fare</b></p> <p>1 UA 594O 20SEP O FRATPA SS1 412P 609P              2 UA 565O 25SEP O TPAFRA SS1 955A 322P              BASE FARE TAXES/FEES/CHARGES TOTAL              1- USD300.76 386.76XT USD687.57ADT              XT 35.60US 317.00YR 5.50YC              7.00XY 3.96XA 11.20AY 10.20DE              37.70RA 46.60OY 12.00XF</p> <p>300.76 386.76 687.57TTL              ADT-01 OKADPMON</p> <p><b>Comparison Fare</b></p> <p>1 UA 594Y 20SEP Y FRATPA SS1 412P 609P              2 UA 565Y 25SEP Y FRATPA SS1 955A 322P</p>													

	<p>BASE FARE TAXES/FEES/CHARGES TOTAL                  1- USD1446.00 169.76XT USD1615.76GVT                  XT 35.60US 5.50YC 7.00XY 3.96XA                  11.20AY 10.20DE 37.70RA 46.60OY                  1446.00 169.76 1615.76TTL                  GVT-01 YCA  <b>Travel was in a GSA contract city pair market and the contract carrier, United offered a restricted fare with a savings over \$300 (international); therefore, the round trip YCA inclusive of taxes and fees (1615.76) shall be used as the comparison fare.</b></p> <p><b>Example #2:</b>  <b>Booked/Ticketed Fare</b>                  1 AZ1745O 27SEP O FCOCTA SS1 105P 220P                  2 AZ1730X 30SEP X CTAFCO SS1 115P 235P                  BASE FARE EQUIV AMT TAXES/FEES/CHARGES TOTAL                  1- EUR71.00 USD80.00 86.20XT USD166.20ADT                  XT 22.40YR 4.80EX 29.30IT 6.10VT                  15.70HB 2.10MJ 5.80FN                  71.00 80.00 86.20 166.20TTL                  ADT-01 OOWLGNB1 XOWLGNB1  <b>Comparison Fare</b>                  1 AZ1745M 27SEP M FCOCTA SS1 105P 220P                  2 AZ1730M 30SEP M CTAFCO SS1 115P 235P                  BASE FARE EQUIV AMT TAXES/FEES/CHARGES TOTAL                  1- EUR630.00 USD708.00 86.20XT USD794.20ADT                  XT 22.40YR 4.80EX 29.30IT 6.10VT                  15.70HB 2.10MJ 5.80FN                  630.00 708.00 86.20 794.20TTL                  ADT-01 MOWFLN1  <b>Travel for this example wasn't in a GSA contract city pair market; therefore, the lowest unrestricted fare inclusive of taxes and fees (794.20) for the booked itinerary/carrier shall be used as the comparison fare.</b></p> <p><b>Data Entry Format Examples:</b></p> <table border="1" data-bbox="337 1381 1377 1528"> <tr> <td data-bbox="337 1381 548 1451">Sabre</td> <td data-bbox="548 1381 1377 1451">5.S*UD55-DTMO5-S2*1615.76 (Using example #1 from above)</td> </tr> <tr> <td data-bbox="337 1451 548 1528">Worldspan</td> <td data-bbox="548 1451 1377 1528">5/DTMO/5-S2*794.20 (Using example #2 from above)</td> </tr> </table>	Sabre	5.S*UD55-DTMO5-S2*1615.76 (Using example #1 from above)	Worldspan	5/DTMO/5-S2*794.20 (Using example #2 from above)		
Sabre	5.S*UD55-DTMO5-S2*1615.76 (Using example #1 from above)						
Worldspan	5/DTMO/5-S2*794.20 (Using example #2 from above)						
6	<b><u>This field is not used</u></b>						
7	<p><b><u>USE/NON-USE OF DOD PREFERRED COMMERCIAL LODGING</u></b>                  Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to CTO/TMC created PNRs</li> <li>• All segments where DoD Preferred Lodging is applicable</li> <li>• At booking</li> </ul> <table border="1" data-bbox="337 1822 1235 1936"> <thead> <tr> <th data-bbox="337 1822 448 1864">Code</th> <th data-bbox="448 1822 1235 1864">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 1864 448 1898">L0</td> <td data-bbox="448 1864 1235 1898">DoD Preferred Commercial Lodging used</td> </tr> <tr> <td data-bbox="337 1898 448 1936">L1</td> <td data-bbox="448 1898 1235 1936">Too Far Away</td> </tr> </tbody> </table>	Code	Description	L0	DoD Preferred Commercial Lodging used	L1	Too Far Away
Code	Description						
L0	DoD Preferred Commercial Lodging used						
L1	Too Far Away						

L2	Mission Requirements
L3	Lower Rate Available
L4	Personal Choice/Limited Reimbursement
L5	DoD Lodging (AKA On-Base Housing) used
L6	Lodging with Family or Friends
L7	Conference or Event
L8	Contract Lodging
L9	Rental Housing Used
L10	Exempt IAW JTR
L11	CTO lodging assistance requested
L12	Group lodging required

**Data Entry Format Examples** (booked lower rate available at non-preferred property):

Sabre	5.S*UD55-DTMO7- S3*L3
Worldspan	5/DTMO/7-S3*L3

**8**

**LODGING RATE CODE**

Enter code from the table below.

**Data Capture Requirements:**

- Applicable to CTO/TMC created PNRs with lodging reservations
- All lodging segments
- At booking

Code	Description	Code	Description
AAA	AAA Rate	SCR	Senior Citizen
COR	Corporate	TOR	Tour Package
FAM	Family Plan		
GOV	Government	V	Convention
MIL	Military	WKD	Weekend
PRO	Promotional	XVL	DoD Preferred Commercial Lodging
RAC	Regular Hotel Rate	XVU	FedRooms Rate
		DoD	DoD Lodging

**Data Entry Format Examples** (DoD Preferred Commercial Lodging booked):

Sabre	5.S*UD55-DTMO8-S3*XVL
Worldspan	5/DTMO/8-S3*XVL

**9**

**USE/NON-USE OF DOD LODGING**

	<p>Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to CTO/TMC created PNR’s             <ul style="list-style-type: none"> <li>○ If DoD lodging arrangements are required by the CTO/TMC contract</li> </ul> </li> <li>• All segments where DoD lodging is applicable</li> <li>• At booking</li> </ul> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>H0</td> <td>DoD Lodging Booked</td> </tr> <tr> <td>H1</td> <td>No rooms available. Non-Availability (NA) Confirmation Number issued.</td> </tr> <tr> <td>H2</td> <td>Exempted by order issuing agency.</td> </tr> <tr> <td>H3</td> <td>DoD Lodging not offered at location.</td> </tr> </tbody> </table> <p><b>Data Entry Format Examples (No rooms available CTO/TMC received NA Confirmation):</b></p> <table border="1"> <tbody> <tr> <td>Sabre</td> <td>5.S*UD55-DTMO9-S3*H1</td> </tr> <tr> <td>Worldspan</td> <td>5/DTMO/9-S3*H1</td> </tr> </tbody> </table>	Code	Description	H0	DoD Lodging Booked	H1	No rooms available. Non-Availability (NA) Confirmation Number issued.	H2	Exempted by order issuing agency.	H3	DoD Lodging not offered at location.	Sabre	5.S*UD55-DTMO9-S3*H1	Worldspan	5/DTMO/9-S3*H1		
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Sabre	5.S*UD55-DTMO9-S3*H1																
Worldspan	5/DTMO/9-S3*H1																
<p><b>10</b></p>	<p><b><u>TRAVEL AUTHORIZATION NUMBER</u></b></p> <p>Provide the travel authorization/order number.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNRs</li> <li>• At PNR level</li> <li>• Prior to ticketing</li> </ul> <p><b>Data Entry Format Examples:</b></p> <table border="1"> <tbody> <tr> <td>Sabre</td> <td>5.S*UD55-DTMO10-TA010112</td> </tr> <tr> <td>Worldspan</td> <td>5/DTMO/10-TA010112</td> </tr> </tbody> </table>	Sabre	5.S*UD55-DTMO10-TA010112	Worldspan	5/DTMO/10-TA010112												
Sabre	5.S*UD55-DTMO10-TA010112																
Worldspan	5/DTMO/10-TA010112																
<p><b>11</b></p>	<p><b><u>DOD COMPONENT</u></b></p> <p>Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to CTO/TMC created PNRs and DTS PNRs with OTECCT</li> <li>• At PNR level</li> <li>• Prior to ticketing</li> </ul> <p>Note: DTS provides the DoD component in the PNR General Remarks field.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Department of the Army</td> </tr> <tr> <td>C</td> <td>Coast Guard</td> </tr> <tr> <td>F</td> <td>Department of the Air Force</td> </tr> <tr> <td>J</td> <td>Joint Staff/Command</td> </tr> <tr> <td>N</td> <td>Department of the Navy</td> </tr> <tr> <td>M</td> <td>United States Marine Corps</td> </tr> <tr> <td>X</td> <td>Other DoD Components</td> </tr> </tbody> </table>	Code	Description	A	Department of the Army	C	Coast Guard	F	Department of the Air Force	J	Joint Staff/Command	N	Department of the Navy	M	United States Marine Corps	X	Other DoD Components
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	<p><b>Data Entry Format Examples (traveler is Army):</b></p> <table border="1"> <tr> <td>Sabre</td> <td>5.S*UD55-DTMO11-A</td> </tr> <tr> <td>Worldspan</td> <td>5/DTMO/11-A</td> </tr> </table>	Sabre	5.S*UD55-DTMO11-A	Worldspan	5/DTMO/11-A																												
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Worldspan	5/DTMO/11-A																																
<p><b>12</b></p>	<p><b><u>TRAVEL PURPOSE IDENTIFIER</u></b> Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to CTO/TMC created PNRs and DTS PNRs with OTECCT</li> <li>• PNR level</li> <li>• Prior to ticketing</li> </ul> <p>Note: DTS provides the DoD component in the PNR General Remarks field.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Site visit</td> </tr> <tr> <td>1</td> <td>Information Meeting</td> </tr> <tr> <td>2</td> <td>Training attendance – receiving training</td> </tr> <tr> <td>3</td> <td>To give speech or presentation</td> </tr> <tr> <td>4</td> <td>Conference attendance – observe/no formal role in conference</td> </tr> <tr> <td>5</td> <td>Relocation – transfer from one permanent duty station to another (PCS) accompanied by dependents</td> </tr> <tr> <td>6</td> <td>Relocation – transfer from one permanent duty station to another (PCS) not accompanied by dependents</td> </tr> <tr> <td>7</td> <td>Relocation – transfer from one permanent duty station to another (PCS) unaccompanied dependents (without military or civilian) principal</td> </tr> <tr> <td>8</td> <td>Entitlement travel</td> </tr> <tr> <td>9</td> <td>Between tours of duty travel</td> </tr> <tr> <td>10</td> <td>Special missions travel</td> </tr> <tr> <td>11</td> <td>Emergency travel</td> </tr> <tr> <td>12</td> <td>Other travel</td> </tr> </tbody> </table> <p><b>Data Entry Format Examples (travel purpose is training):</b></p> <table border="1"> <tr> <td>Sabre</td> <td>5.S*UD55-DTMO12-2</td> </tr> <tr> <td>Worldspan</td> <td>5/DTMO/12-2</td> </tr> </table>	Code	Description	0	Site visit	1	Information Meeting	2	Training attendance – receiving training	3	To give speech or presentation	4	Conference attendance – observe/no formal role in conference	5	Relocation – transfer from one permanent duty station to another (PCS) accompanied by dependents	6	Relocation – transfer from one permanent duty station to another (PCS) not accompanied by dependents	7	Relocation – transfer from one permanent duty station to another (PCS) unaccompanied dependents (without military or civilian) principal	8	Entitlement travel	9	Between tours of duty travel	10	Special missions travel	11	Emergency travel	12	Other travel	Sabre	5.S*UD55-DTMO12-2	Worldspan	5/DTMO/12-2
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<p><b>13</b></p>	<p><b><u>TRAVELER’S GOVERNMENT E-MAIL ADDRESS</u></b> Provide the traveler’s Government e-mail address.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to all CTO/TMC created PNRs and DTS PNRs with OTECCT</li> <li>• PNR level</li> <li>• Prior to ticketing</li> </ul> <p><b>Data Entry Format Examples:</b></p> <table border="1"> <tr> <td>Sabre</td> <td>5.S*UD55-DTMO13-joe.c.traveler.mil@mail.mil</td> </tr> <tr> <td>Worldspan</td> <td>5/DTMO/13-joe.c.traveler.mil@mail.mil</td> </tr> </table>	Sabre	5.S*UD55-DTMO13-joe.c.traveler.mil@mail.mil	Worldspan	5/DTMO/13-joe.c.traveler.mil@mail.mil																												
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<p><b>14</b></p>	<p><b><u>SITE IDENTIFIER</u></b></p>																																

	<p>Provide the government assigned Site Identifier.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's</li> <li>• PNR level</li> <li>• At booking</li> </ul> <p><b>Data Entry Format Examples:</b></p> <table border="1" data-bbox="337 386 1302 487"> <tr> <td>Sabre</td> <td>5.S*UD55-DTMO14-12345</td> </tr> <tr> <td>Worldspan</td> <td>5/DTMO/14-12345</td> </tr> </table>	Sabre	5.S*UD55-DTMO14-12345	Worldspan	5/DTMO/14-12345																														
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<p><b>15</b></p>	<p><b><u>USE/NON-USE OF CONTRACT AIR</u></b></p> <p>Enter reason code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to all PNRs with air reservations</li> <li>• All air segments</li> <li>• Prior to ticketing</li> </ul> <p>Note: DTS passes the applicable reason code in the PNR W (Air) Remarks Field.</p> <table border="1" data-bbox="337 781 1312 1906"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>C0</td> <td>Contract Fare Used</td> </tr> <tr> <td>C1</td> <td>Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.</td> </tr> <tr> <td>C2</td> <td>The contractor's flight schedule is inconsistent with explicit policies of individual Federal departments and agencies where applicable to schedule travel during normal working hours.</td> </tr> <tr> <td>C3</td> <td>A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals, and related expenses. NOTE: This exception does not apply if the contract carrier(s) offers a comparable fare and has seats available at the fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card, e.g., YDG, MDG, QDG, VDG, and similar fares.</td> </tr> <tr> <td>C4</td> <td>Seat not available on contract air carrier.</td> </tr> <tr> <td>C5</td> <td>No longer used.</td> </tr> <tr> <td>C6</td> <td>Non-contract fare used on contract carrier (lower fare than CA).</td> </tr> <tr> <td>C7A</td> <td>Traveler refused contract fare because: Airport specified.</td> </tr> <tr> <td>C7B</td> <td>Traveler refused contract fare because: Carrier specified.</td> </tr> <tr> <td>C7C</td> <td>Traveler refused contract fare because: Routing specified.</td> </tr> <tr> <td>C7D</td> <td>Traveler refused contract fare because: Time specified.</td> </tr> <tr> <td>C7E</td> <td>Traveler refused contract fare because: Personal reasons.</td> </tr> <tr> <td>C8</td> <td>No cost ticket (e.g., Frequent Flyer).</td> </tr> <tr> <td>C9</td> <td>FMS.</td> </tr> <tr> <td>C10</td> <td>Rail service available and cost effective.</td> </tr> <tr> <td>C11</td> <td>No contract fare in market.</td> </tr> </tbody> </table>	Code	Description	C0	Contract Fare Used	C1	Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.	C2	The contractor's flight schedule is inconsistent with explicit policies of individual Federal departments and agencies where applicable to schedule travel during normal working hours.	C3	A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals, and related expenses. NOTE: This exception does not apply if the contract carrier(s) offers a comparable fare and has seats available at the fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card, e.g., YDG, MDG, QDG, VDG, and similar fares.	C4	Seat not available on contract air carrier.	C5	No longer used.	C6	Non-contract fare used on contract carrier (lower fare than CA).	C7A	Traveler refused contract fare because: Airport specified.	C7B	Traveler refused contract fare because: Carrier specified.	C7C	Traveler refused contract fare because: Routing specified.	C7D	Traveler refused contract fare because: Time specified.	C7E	Traveler refused contract fare because: Personal reasons.	C8	No cost ticket (e.g., Frequent Flyer).	C9	FMS.	C10	Rail service available and cost effective.	C11	No contract fare in market.
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	<p><b>Data Entry Format Examples (contract carrier used for all four air segments):</b></p> <table border="1"> <tr> <td>Sabre</td> <td>5.S*UD55-DTMO15-S1*C0/S2*C0/S3*C0/S4*C0</td> </tr> <tr> <td>Worldspan</td> <td>5/DTMO/15-S1*C0/S2*C0/S3*C0/S4*C0</td> </tr> </table>	Sabre	5.S*UD55-DTMO15-S1*C0/S2*C0/S3*C0/S4*C0	Worldspan	5/DTMO/15-S1*C0/S2*C0/S3*C0/S4*C0
Sabre	5.S*UD55-DTMO15-S1*C0/S2*C0/S3*C0/S4*C0				
Worldspan	5/DTMO/15-S1*C0/S2*C0/S3*C0/S4*C0				
<b>16</b>	<b><u>This field is not used</u></b>				
<b>17</b>	<b><u>This field is not used</u></b>				
<b>18</b>	<b><u>This field is not used</u></b>				
<b>19</b>	<b><u>This field is not used</u></b>				
<b>20</b>	<b><u>This field is not used</u></b>				
<b>21</b>	<b><u>This field is not used</u></b>				
<b>22</b>	<p><b><u>DoD LODGING NON-AVAILABILITY (NA) CONFIRMATION NUMBER</u></b></p> <p>Enter NA confirmation number that is provided by the facility if reported “H1” in Field 9 – Reason Codes for Use/Non-Use of DoD Lodging.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to CTO/TMC created PNR’s             <ul style="list-style-type: none"> <li>○ If DoD lodging arrangements are required by the CTO/TMC contract</li> </ul> </li> <li>• All segments where DoD lodging is applicable and wasn’t available</li> <li>• At booking</li> </ul> <p><b>Data Entry Format Example:</b></p> <table border="1"> <tr> <td>Sabre</td> <td>5.S*UD55-DTMO22-S3*16AL222222222222</td> </tr> <tr> <td>Worldspan</td> <td>5/DTMO/22-S3*16AL222222222222</td> </tr> </table>	Sabre	5.S*UD55-DTMO22-S3*16AL222222222222	Worldspan	5/DTMO/22-S3*16AL222222222222
Sabre	5.S*UD55-DTMO22-S3*16AL222222222222				
Worldspan	5/DTMO/22-S3*16AL222222222222				
<b>23</b>	<b><u>This field is not used.</u></b>				
<b>24</b>	<b><u>This field is not used.</u></b>				
<b>25</b>	<p><b><u>AIR/RAIL COST BY LEG/SEGMENT</u></b></p> <p>Enter airline/rail leg/segment cost using the linear fare construction from the GDS pricing.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR’s with air/rail reservations</li> <li>• All air/rail segments             <ul style="list-style-type: none"> <li>○ For through fares with multiple segments                 <ul style="list-style-type: none"> <li>▪ Enter base fare in the last segment associated to the fare</li> <li>▪ Enter 0.00 for preceding segments associated to the fare</li> </ul> </li> </ul> </li> <li>• Prior to ticketing</li> </ul> <p><b>Pricing Example:</b></p> <pre> IA&lt;&lt; 1 UA 442Y 20SEP 8 DCAORD*SS1 145P 253P /DCUA /E 2 UA3630Y 20SEP 8 ORDOMA*SS1 359P 531P /DCUA /E 3 AA4949Y 22SEP T*OMACLT SS1 140P 503P /DCAA /E 4 AA5256Y 22SEP T CLTFAY*SS1 800P 846P /DCAA /E 5 AA4826Y 25SEP F*FAYCLT SS1 405P 505P /DCAA /E 6 AA5286Y 25SEP F CLTIAD*SS1 550P 708P /DCAA /E            BASE FARE          TAXES/FEES/CHARGES          TOTAL 1-  USD1503.26          163.94XT          USD1667.20GVT    XT          112.74US          24.00ZP          11.20AY          16.00XF           1503.26          163.94          1667.20TTL GVT-01 YDGDCA YCA YCAIAD WAS UA CHI504.19UA OMA157.21AA X/CLT AA FAY422.33AA X/CLT AA WAS419.53USD1503.26END 2PDCAORDOMACLTAYCLT XFDCA4.5ORD4.5FAY4 CLT3             </pre> <p><b>Data Entry Format Examples (based on the pricing example above):</b></p>				

Sabre	5.S*UD55-DTMO25- S1*504.19/S2*157.21/S3*0.00/S4*422.33/S5*0.00/S6*419.53
Worldspan	5/DTMO/25- S1*504.19/S2*157.21/S3*0.00/S4*422.33/S5*0.00/S6*419.53

**26**

**TOTAL TRANSPORTATION COST**

Enter the total airline, bus, rail, or water ticket cost.

**Data Capture Requirements:**

- All PNR's with air, bus, rail, and water reservations
- Ticket level
  - Enter the total air, bus (individual), rail, and water cost in the last segment associated with each ticket
  - For bus charters, enter the total cost for the charter
- Prior to ticketing

Pricing Example from GDS for air:

```

IA<<
1 UA 442Y 20SEP S DCAORD*SS1 145P 253P /DCUA /E
2 UA3630Y 20SEP S ORDOMA*SS1 359P 531P /DCUA /E
3 AA4949Y 22SEP T*OMACLT SS1 140P 503P /DCAA /E
4 AA5256Y 22SEP T CLTFAY*SS1 800P 846P /DCAA /E
5 AA4826Y 25SEP F*FAYCLT SS1 405P 505P /DCAA /E
6 AA5286Y 25SEP F CLTIAD*SS1 550P 708P /DCAA /E

          BASE FARE          TAXES/FEES/CHARGES          TOTAL
1-  USD1503.26                163.94XT          USD1667.20GVT
   XT  112.74US           24.00ZP           11.20AY           16.00XF
      1503.26                163.94                1667.20TTL
GVT-01 YDGDCA YCA YCAIAD
WAS UA CHI504.19UA OMA157.21AA X/CLT AA FAY422.33AA X/CLT AA
WAS419.53USD1503.26END ZPDCAORDOMACLTFAFAYCLT XFDCA4.5ORD4.5FAY4
CLT3
    
```

**Data Entry Format Examples (based on the pricing example above):**

Sabre	5.S*UD55-DTMO26-S6*1667.20
Worldspan	5/DTMO/26-S6*1667.20

**27**

**TOTAL BASE AIR/RAIL FARE COST**

Enter the total airline base fare.

**Data Capture Requirements:**

- All PNR's with air/rail reservations
- Ticket level
  - Enter the total base air/rail cost in the last segment associated with each ticket
- Prior to ticketing

Pricing Example:

```

IA<<
1 UA 442Y 20SEP S DCAORD*SS1 145P 253P /DCUA /E
2 UA3630Y 20SEP S ORDOMA*SS1 359P 531P /DCUA /E
3 AA4949Y 22SEP T*OMACLT SS1 140P 503P /DCAA /E
4 AA5256Y 22SEP T CLTFAY*SS1 800P 846P /DCAA /E
5 AA4826Y 25SEP F*FAYCLT SS1 405P 505P /DCAA /E
6 AA5286Y 25SEP F CLTIAD*SS1 550P 708P /DCAA /E

          BASE FARE          TAXES/FEES/CHARGES          TOTAL
1-  USD1503.26                163.94XT          USD1667.20GVT
   XT  112.74US           24.00ZP           11.20AY           16.00XF
      1503.26                163.94                1667.20TTL
GVT-01 YDGDCA YCA YCAIAD
WAS UA CHI504.19UA OMA157.21AA X/CLT AA FAY422.33AA X/CLT AA
WAS419.53USD1503.26END ZPDCAORDOMACLTFAFAYCLT XFDCA4.5ORD4.5FAY4
CLT3
    
```

	<p><b>Data Entry Format Examples (based on the pricing example above):</b></p> <table border="1"> <tr> <td>Sabre</td> <td>5.S*UD55-DTMO27-S6*1503.26</td> </tr> <tr> <td>Worldspan</td> <td>5/DTMO/27-S6*1503.26</td> </tr> </table>	Sabre	5.S*UD55-DTMO27-S6*1503.26	Worldspan	5/DTMO/27-S6*1503.26																								
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<b>28</b>	<b>This field is not used</b>																												
<b>29</b>	<b>This field is not used</b>																												
<b>30</b>	<p><b><u>RANK/GRADE OF TRAVELER</u></b></p> <p>Enter the traveler’s military rank or civilian grade code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to CTO/TMC created PNRs and DTS PNRs with OTECCT</li> <li>• Ticket level</li> <li>• Prior to ticketing</li> </ul> <p>DTS passes the traveler’s rank/grade in the PNR (P) Remarks field.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>E1 – E9</td> <td>Military Enlisted</td> </tr> <tr> <td>O1 – O9</td> <td>Military Officer</td> </tr> <tr> <td>GS1 – GS15</td> <td>General Schedule (GS) Employees</td> </tr> <tr> <td>SES1 – SES3</td> <td>Senior Executive Service</td> </tr> <tr> <td>NG</td> <td>Non-Government Traveler</td> </tr> </tbody> </table> <p><b>Data Entry Format Examples (Traveler’s rank is O2):</b></p> <table border="1"> <tr> <td>Sabre</td> <td>5.S*UD55-DTMO30-O2</td> </tr> <tr> <td>Worldspan</td> <td>5/DTMO/30-O2</td> </tr> </table>	Code	Description	E1 – E9	Military Enlisted	O1 – O9	Military Officer	GS1 – GS15	General Schedule (GS) Employees	SES1 – SES3	Senior Executive Service	NG	Non-Government Traveler	Sabre	5.S*UD55-DTMO30-O2	Worldspan	5/DTMO/30-O2												
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Worldspan	5/DTMO/30-O2																												
<b>31</b>	<p><b><u>TRAVELER TYPE</u></b></p> <p>Enter the code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to CTO/TMC created PNRs and DTS PNRs with OTECCT</li> <li>• Ticket level</li> <li>• Prior to ticketing</li> </ul> <p>DTS passes the traveler’s rank/grade in the PNR (P) Remarks field.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Accession Travel (Recruit)</td> </tr> <tr> <td>C</td> <td>Civilian Government Employee</td> </tr> <tr> <td>D</td> <td>Dependent of Military Officer</td> </tr> <tr> <td>E</td> <td>Military Enlisted</td> </tr> <tr> <td>F</td> <td>Prisoner</td> </tr> <tr> <td>G</td> <td>Dependent of Military Enlisted</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>K</td> <td>Contractor/Cost Charge Travel</td> </tr> <tr> <td>O</td> <td>Military Officer</td> </tr> <tr> <td>P</td> <td>Dependent Student</td> </tr> <tr> <td>R</td> <td>Human Remains</td> </tr> <tr> <td>S</td> <td>Sponsor</td> </tr> <tr> <td>T</td> <td>Team Travel - A movement of 10 or more personnel traveling as a group under the same orders, from the</td> </tr> </tbody> </table>	Code	Description	A	Accession Travel (Recruit)	C	Civilian Government Employee	D	Dependent of Military Officer	E	Military Enlisted	F	Prisoner	G	Dependent of Military Enlisted	Code	Description	K	Contractor/Cost Charge Travel	O	Military Officer	P	Dependent Student	R	Human Remains	S	Sponsor	T	Team Travel - A movement of 10 or more personnel traveling as a group under the same orders, from the
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			same origin to the same destination
H	Dependent of Civilian Employee	W	Warrant Officer
I	Invitational		

**Data Entry Format Examples (traveler is a Military Officer):**

Sabre	5.S*UD55-DTMO31-O
Worldspan	5/DTMO/31-O

**32**

**ORIGIN/DESTINATION (O/D) INDICATOR**

Enter the code in accordance with the instructions below.

**Data Capture Requirements:**

- All PNR's with air, rail, and bus reservations
- All air, rail, and bus segments
- Enter "D" if the segment is for travel between the O/D with no connections.
- For multiple segments/connections for travel between the O/D
  - Enter "T" in the outbound/connecting segments preceding the destination
  - Enter "D" in the destination segment
- Prior to ticketing

Example:

Outbound - O/D is DCA to TUS with connections in ATL and DFW.

Return - O/D is TUS to DCA with connection in ATL.

Segment	Travel Date	Start	Finish	Fare Basis	O/D Destination Indicator
01	30SEP	DCA	ATL	KCADCA	T
02	30SEP	ATL	DFW	LCA	T
03	30SEP	DFW	TUS	HCA	D
04	14JAN	TUS	ATL	YCA	T
05	14JAN	ATL	DCA	YCA	D

**Data Entry Format Examples (based on the example above):**

Sabre	5.S*UD55-DTMO32-S1*T/S2*T/S3*D/S4*T/S5*D
Worldspan	5/DTMO/32-S1*T/S2*T/S3*D/S4*T/S5*D

**33**

**RESTRICTED FARE REFUSAL**

Enter the amount of the restricted fare that was offered but declined by the traveler in accordance with the instructions below.

**Data Capture Requirements:**

- Ticket level
- Enter the declined fare inclusive of taxes and fees
- At the time of booking
- All PNRs where a restricted fare was available and declined by the traveler when:

	<ul style="list-style-type: none"> <li>• Savings compared to the YCA fare in GSA contract City Pair markets are \$200 or greater for domestic and \$300 or more for international</li> <li>• Any savings compared to the lowest unrestricted fare in non-contract markets</li> </ul> <p>Note: In markets where a US flag carrier is available, a foreign flag carrier offering a lower fare may not be used as the comparison regardless of savings.</p> <p>Data Entry Format Examples:(based on the example above):</p> <table border="1"> <tr> <td>Sabre</td> <td>5.S*UD55-DTMO33-500.00</td> </tr> <tr> <td>Worldspan</td> <td>5/DTMO/33- 500.00</td> </tr> </table>	Sabre	5.S*UD55-DTMO33-500.00	Worldspan	5/DTMO/33- 500.00
Sabre	5.S*UD55-DTMO33-500.00				
Worldspan	5/DTMO/33- 500.00				

**34** **This field is not used.**

<b>35</b>	<p><b><u>CTO TICKET TRANSACTION TYPE</u></b> Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's</li> <li>• Enter the code in the last segment of the ticket</li> <li>• Prior to ticketing</li> </ul> <table border="1"> <thead> <tr> <th style="background-color: #000080; color: white;">Code</th> <th style="background-color: #000080; color: white;">Description</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>Original Ticket</td> </tr> <tr> <td>E</td> <td>Exchange Ticket (value of original ticket exchanged for a new ticket)</td> </tr> <tr> <td>S</td> <td>Reissued Ticket (Original ticket is refunded and new ticket is issued)</td> </tr> </tbody> </table> <p><b>Data Entry Format Examples (new issued ticket with four segments):</b></p> <table border="1"> <tr> <td>Sabre</td> <td>5.S*UD55-DTMO35- S4*N</td> </tr> <tr> <td>Worldspan</td> <td>5/DTMO/35- S4*N</td> </tr> </table>	Code	Description	N	Original Ticket	E	Exchange Ticket (value of original ticket exchanged for a new ticket)	S	Reissued Ticket (Original ticket is refunded and new ticket is issued)	Sabre	5.S*UD55-DTMO35- S4*N	Worldspan	5/DTMO/35- S4*N
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Sabre	5.S*UD55-DTMO35- S4*N												
Worldspan	5/DTMO/35- S4*N												

<b>36</b>	<p><b><u>TRANSACTION FEE RECORD</u></b> Enter transaction fee number/amount followed by the applicable codes from the tables below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's             <ul style="list-style-type: none"> <li>○ If transaction fee is issued at the point of sale</li> </ul> </li> <li>• PNR level</li> <li>• Enter the transaction fee number and amount followed by the applicable Transaction Fee Type Code from Table 1             <ul style="list-style-type: none"> <li>○ If Transaction Fee Type code "CA" (CTO Assist) applies, enter applicable codes from Table 2 and 3 below</li> <li>○ Additional Codes from Tables 2 and 3 not required for all other Transaction Fee Type Codes</li> </ul> </li> <li>• Separate each data element with a slash (/)</li> <li>• Upon fee issuance and prior to end transaction</li> </ul> <div style="background-color: #000080; color: white; padding: 5px; text-align: center;"> <b>Table 1. TRANSACTION FEE TYPE</b> </div>
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Code	Description
AM	AMC Patriot Express
BT	Bus Individual
CV	Bus Charter
CT	DoD Contractor Travel
CA	CTO Assist *Requires entry of codes from Tables 2 and 3 below
CR	CTO Assist Non-Air/Rail
DT	DTS
HR	Human Remains
LI	LICWO
MD	Military Working Dog
PT	Pet Travel

**Table 2. TRANSACTION FEE RESERVATION TYPE**

Code	Description
1	Air
2	Rail
3	Car
4	Commercial Lodging
5	DoD Lodging

**Table 3. TRANSACTION FEE JUSTIFICATION CODE**

Code	Description
A	Traveler Requested Assistance via DTS (does not apply to reservations that cannot be booked/ticketed in the contractor's chosen GDS but can be in another GDS).
B	Traveler/Government Representative requested assistance via phone, email, fax, or in person, resulting in the CTO/TMC's modifying the DTS PNR.
C	Industry Driven (e.g. TSA Secure Flight Data not passed to DTS PNR).
D	COR Initiated (e.g. temporary workarounds due to DTS system problem as specified in the PWS).
E	Government Travel Charge Card Declined (may only be used with RESERVATION TYPE 1(Air) or 2 (Rail)).
T	CTO/TMC created PNR (reservations made as a result of a request made in person, or via phone, email, or fax.).
TR	CTO/TMC created PNR (arranged through Transportation Office).

**Data Entry Format Examples:**

Example 1 - DTS transaction.

Example 2 – CTO Assist transaction, traveler requested assistance with air via DTS.

Remark Entry Order	Transaction Fee Number/Transaction Fee Amount/Transaction Fee Type/ Transaction Fee Reservation Type/Transaction Fee Justification
Sabre	5.S*UD55-DTMO36-8901234567890/5.00/DT 5.S*UD55-DTMO36-8900987654321/10.00/CA/1/A
Worldspan	5/DTMO/36-8901234567890/5.00/DT 5/DTMO/36-8901234567890/10.00/CA/1/A

**37**

**COUNT OF BUS PASSENGERS**

	<ul style="list-style-type: none"> <li>• If individual traveler, enter 1</li> <li>• If charter, enter the total number of bus passengers</li> </ul> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNRs with bus reservations</li> <li>• All bus segments</li> </ul> <p><b>Data Entry Format Examples</b> (example of charter with 26 passengers):</p> <table border="1"> <tr> <td>Sabre</td> <td>5.S*UD55-DTMO37-S1*26</td> </tr> <tr> <td>Worldspan</td> <td>5/DTMO/37- S1*26</td> </tr> </table>	Sabre	5.S*UD55-DTMO37-S1*26	Worldspan	5/DTMO/37- S1*26
Sabre	5.S*UD55-DTMO37-S1*26				
Worldspan	5/DTMO/37- S1*26				

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## 10. OTHER THAN ECONOMY/COACH CLASS TRANSPORTATION (OTECCT) VALIDATION

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The contractor shall support the government's validation process for all OTECCT by taking the following actions:

- Receive records containing OTECCT segments via email to the address designated by the contractor
- Review records for completeness and accuracy
- Correct missing and erroneous data via the PNR as required

OTECCT Validation analysis shall be submitted to the Government 5 business days after receipt of the email.

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## 11. COMMERCIAL TRAVEL INFORMATION MANAGEMENT (CTIM) FILE

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### 11.1. GENERAL FILE PREPARATION AND SUBMISSION INSTRUCTIONS

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The contractor shall:

- Provide data on all travel arrangements to include, but not limited to, air, rail, bus, rental vehicle, and lodging arrangements
- Provide a single file per contract
- Provide files for all tickets/invoices issued during the reporting period
- Reporting period is the 1st calendar day of the month through the last calendar day of the month
- Report travel at the segment level, providing data for all segments in the PNR
- Report transaction fee data on the final segment of the ticket to which the fee applies
- Report all tickets issued (original issues, voids, refunds, exchanges, and reissues)
- Left justify values that do not fill the entire field length, do not front fill with a zero(s) (except as noted)
- Provide files for twelve months after contract expiration
- Use the following file naming convention:
  - V07\_YYYYMM\_###\_CONTRACTOR\_NAME.TXT
    - V07 is internal reference used by DTMO, do not modify
    - YYYY is the four-digit calendar year
    - MM format is the two digit month. If the reporting month is January through September, front fill the month with a zero e.g. 01 represents January.
    - ### is a unique contract identifier that the government will provide after contract award. If the contract identifier contains fewer than 3 digits, front fill with zeros.

- Example: ABC Travel's file for activity ticketed/invoiced in October 2015 with a contract ID of 23 would be named V06\_201510\_023\_ABC TRAVEL.TXT
  - **Note:** Erroneously named files may be rejected and considered undelivered
- Submit data files via the DTMO's Secure Communications Portal (SCP)
- Register authorized personnel for access to the SCP at: <https://www.dodtvl.com/Passport>
- Direct questions regarding access, instructions formatting, and transmissions to: [dodhra.mc-alex.dtmo.mbx.CTIM@mail.mil](mailto:dodhra.mc-alex.dtmo.mbx.CTIM@mail.mil)

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## 11.2. FILE PROCESSING REPORTS (FPR) AND DATA CORRECTIONS

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The Contractor shall:

- Receive one FPR for each CTIM file and each CTIM corrections file submitted
- Receive FPRs via the contractor's designated email address
- The FPR will provide data quality statistics and instructions for correcting errors
- The FPR will provide the name of the error file to be downloaded
- Download the error file from the SCP when the FPR indicates data errors
- Not modify the error file name
- Edit the spreadsheet; overwriting the bad data with corrected information
- Submit corrected files via the SCP on the 15th calendar day of the month or 7 calendar days after receiving the FPR, whichever comes later

**See Appendix D for sample Error Reports and data corrections.**

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## 11.3. CTIM MONTHLY FILE FORMAT

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Field	Position	Length	Field Name/Description																																			
1	1 to 8	8	<p><b><u>PREPARING OFFICE</u></b></p> <p>Enter the International Air Transport Association (IATA) code of the ticketing office.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's</li> </ul>																																			
2	9 to 16	8	<p><b><u>TRANSPORTATION CHARGES</u></b></p> <p>Enter base fare for each leg/segment using the linear fare construction from the GDS pricing for air and rail. For bus transportation enter the base fare provided by the bus carrier.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with air, bus, rail, and water reservations</li> <li>All air, bus, rail, and water segments                             <ul style="list-style-type: none"> <li>For through fares with multiple segments                                     <ul style="list-style-type: none"> <li>Enter base fare in the last segment of the ticket</li> <li>Enter 0.00 for preceding segments of the ticket</li> <li>Enter positive numbers for refunds</li> </ul> </li> </ul> </li> <li>For ticket exchanges:                             <ul style="list-style-type: none"> <li>Original ticket, enter the value of segment(s) being exchanged</li> <li>New ticket, enter the value of the segments</li> </ul> </li> <li>Do not enter the add/collect or refund amount</li> </ul> <p>See Appendix C for various exchange transactions reporting scenarios.</p> <p><b>Example – Air Transaction:</b></p> <table border="1"> <thead> <tr> <th>Fare Basis</th> <th>Origin</th> <th>Destination</th> <th>Trans. Charges</th> <th></th> </tr> </thead> <tbody> <tr> <td>YDGCA</td> <td>DCA</td> <td>ORD</td> <td>504.19</td> <td>X</td> </tr> <tr> <td>YCA</td> <td>ORD</td> <td>OMA</td> <td>157.21</td> <td>O</td> </tr> <tr> <td>YCA</td> <td>OMA</td> <td>CLT</td> <td>0.00</td> <td>X</td> </tr> <tr> <td>YCA</td> <td>CLT</td> <td>FAY</td> <td>422.33</td> <td>O</td> </tr> <tr> <td>YCAIAD</td> <td>FAY</td> <td>CLT</td> <td>0.00</td> <td>X</td> </tr> <tr> <td>YCAIAD</td> <td>CLT</td> <td>IAD</td> <td>419.53</td> <td>O</td> </tr> </tbody> </table>	Fare Basis	Origin	Destination	Trans. Charges		YDGCA	DCA	ORD	504.19	X	YCA	ORD	OMA	157.21	O	YCA	OMA	CLT	0.00	X	YCA	CLT	FAY	422.33	O	YCAIAD	FAY	CLT	0.00	X	YCAIAD	CLT	IAD	419.53	O
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YCAIAD	FAY	CLT	0.00	X																																		
YCAIAD	CLT	IAD	419.53	O																																		
3	17 to 23	7	<p><b><u>TAXES AND MISCELLANEOUS CHARGES</u></b></p> <p>Enter the total taxes and other miscellaneous charges for the ticket in the last segment of the ticket.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with air, bus, rail, and water reservations</li> <li>All air, bus, rail, and water segments</li> </ul>																																			

4	24 to 24	1	<p><b><u>MODE OF TRAVEL</u></b>                  Enter code from the list below</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's</li> </ul> <table border="1" data-bbox="513 384 1382 695"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Air</td> </tr> <tr> <td>B</td> <td>Bus</td> </tr> <tr> <td>R</td> <td>Rail</td> </tr> <tr> <td>W</td> <td>Water (Cruise/Ferry/Water Taxi)</td> </tr> <tr> <td>O</td> <td>No Transportation Arrangements (i.e. car/hotel only)</td> </tr> </tbody> </table>	Code	Description	A	Air	B	Bus	R	Rail	W	Water (Cruise/Ferry/Water Taxi)	O	No Transportation Arrangements (i.e. car/hotel only)
Code	Description														
A	Air														
B	Bus														
R	Rail														
W	Water (Cruise/Ferry/Water Taxi)														
O	No Transportation Arrangements (i.e. car/hotel only)														
5	25 to 27	3	<p><b><u>ORIGIN AIRPORT/RAIL/BUS STATION CODE</u></b></p> <p>If an airport, bus, rail, or water station code exists, enter the three letter station code.</p> <p>If bus group movement, origin station code is the station code where the first passenger is picked up.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNRs with air, bus, or rail reservations</li> <li>All air, bus, and rail segments</li> </ul>												
6	28 to 47	20	<p><b><u>ORIGIN CITY</u></b></p> <p>If no airport, bus, rail, or water station code exists, enter the origin city.</p> <p>If bus group movement, origin city is the city where the first passenger is picked up.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>If <b>ORIGIN AIRPORT/RAIL/BUS STATION CODE</b> is populated, this field may be null</li> <li>All PNR's with air, bus, or rail reservations</li> <li>All air, bus, and rail segments</li> <li>If the origin city name exceeds the 20 character limit, enter the first 20 characters</li> </ul>												

7	48 to 49	2	<p><b><u>ORIGIN STATE</u></b></p> <p>If no airport, bus, rail, or water station code exists, and if ORIGIN COUNTRY is USA, enter the origin state code.</p> <p>If bus group movement, origin state is the state where the first passenger is picked up.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• If <b>ORIGIN AIRPORT/RAIL/BUS STATION CODE</b> is populated, this field may be null</li> <li>• All PNR's with air, bus, rail, or water reservations</li> <li>• All air, bus, rail, and water segments</li> <li>• For domestic, use the standard two alpha postal state codes</li> </ul>
8	50 to 52	3	<p><b><u>ORIGIN COUNTRY</u></b></p> <p>If no airport, bus, rail, or water station code exists, enter the origin country code.</p> <p>If bus group movement, origin country is the country where the first passenger is picked up.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• If <b>ORIGIN AIRPORT/RAIL/BUS STATION CODE</b> is populated, this field may be null</li> <li>• All PNR's with air, bus, rail, or water reservations</li> <li>• All air, bus, rail, and water segments</li> <li>• Use three character International Standards Organization (ISO) country codes</li> </ul>
9	53 to 55	3	<p><b><u>DESTINATION AIRPORT/RAIL/BUS STATION CODE</u></b></p> <p>If an airport, bus, rail, or water station code exists, enter the three letter code.</p> <p>If bus group movement, destination station code is the station code where the last passenger is dropped off.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNRs with air, bus, rail, or water reservations</li> <li>• All air, bus, rail, and water segments</li> </ul>

10	56 to 75	20	<p><b><u>DESTINATION CITY</u></b></p> <p>If no airport, bus, rail, or water station code exists, enter the destination city.</p> <p>If bus group movement, destination city is the city where the last passenger is dropped off.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• If <b>DESTINATION AIRPORT/RAIL/BUS STATION CODE</b> is populated, this field may be null</li> <li>• All PNR's with air, bus, or rail reservations</li> <li>• All air, bus, and rail segments</li> <li>• If the origin city name exceeds the 20 character limit, enter the first 20 characters</li> </ul>
11	76 to 77	2	<p><b><u>DESTINATION STATE</u></b></p> <p>If no airport, bus, rail, or water station code exists, and if <b>DESTINATION COUNTRY</b> is USA, enter the destination state code.</p> <p>If bus group movement, destination state is the state where the last passenger is dropped off.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• If <b>DESTINATION AIRPORT/RAIL/BUS STATION CODE</b> is populated, this field may be null</li> <li>• All PNR's with air, bus, rail, or water reservations</li> <li>• All air, bus, rail, and water segments</li> <li>• For domestic, use the standard two alpha postal state codes</li> </ul>
12	78 to 80	3	<p><b><u>DESTINATION COUNTRY</u></b></p> <p>If no airport, bus, rail, or water station code exists, enter the destination country code.</p> <p>If bus group movement, destination country is the country where the last passenger is dropped off.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• If <b>DESTINATION AIRPORT/RAIL/BUS STATION CODE</b> is populated, this field may be null</li> <li>• All PNR's with air, bus, rail, or water reservations</li> <li>• All air, bus, rail, and water segments</li> <li>• Use three character International Standards Organization (ISO) country codes</li> </ul>
13	81 to 100	20	<p><b><u>FARE BASIS</u></b></p> <p>Enter the complete fare basis code.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with air and rail reservations</li> <li>• All air and rail segments</li> </ul>

14	101 to 115	15	<p><b><u>BOOKED AIR/RAIL/BUS CARRIER</u></b></p> <p>Enter the air, bus, rail, or water code for the carrier booked. For bus carriers, use the carrier's USDOT number.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with air, bus, rail, and water reservations</li> <li>• All air, bus, rail and water segments</li> <li>• For air/rail, use standard carrier codes</li> <li>• For bus and water, use the Standard Carrier Alpha Code (SCAC)</li> </ul> <p><b>Example:</b> AA 1234 operated by US Airways shall be reported as AA.</p>
15	116 to 119	4	<p><b><u>FLIGHT/TRAIN/BUS NUMBER</u></b></p> <p>Enter the bus, flight, or train number.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with air, bus or rail reservations</li> <li>• All air, rail, and bus segments</li> </ul>
16	120 to 132	13	<p><b><u>TICKET NUMBER</u></b></p> <p>Enter the airline or rail ticket number.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with air or rail reservations</li> <li>• All air rail segments</li> <li>• For non-GDS issued tickets, provide the ticket number issued by the air/rail carrier</li> <li>• For conjunctive tickets enter the first ticket number on all segments</li> <li>• Enter the PNR locator if the airline does not generate a ticket number</li> </ul> <p><b>Examples:</b></p> <ol style="list-style-type: none"> <li>1. American Airlines (AA) validated ticket 1234567890 will be entered as 0011234567890</li> <li>2. Conjunctive tickets 0161234567895 / 896 validated on United Airlines will be entered as 0161234567895</li> </ol>

17	133 to 133	1	<p><b><u>ROUND TRIP INDICATOR</u></b> Enter the round trip indicator code.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with air, rail, and bus reservations</li> <li>Enter "R" for the destination segment</li> <li>For round-trip tickets, enter "R" for the destination segment and the first segment of the return</li> </ul> <table border="1" data-bbox="513 457 1300 642"> <thead> <tr> <th>Routing</th> <th>Connection</th> <th>Round Trip Indicator</th> </tr> </thead> <tbody> <tr> <td>JAX – ATL</td> <td>X</td> <td></td> </tr> <tr> <td>ATL – DCA</td> <td>O</td> <td>R</td> </tr> <tr> <td>DCA – HSV</td> <td>O</td> <td>R</td> </tr> <tr> <td>HSV – JAX</td> <td>O</td> <td></td> </tr> </tbody> </table>	Routing	Connection	Round Trip Indicator	JAX – ATL	X		ATL – DCA	O	R	DCA – HSV	O	R	HSV – JAX	O	
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18	134 to 140	7	<p><b><u>RENTAL CAR RATE AMOUNT</u></b> Enter rental car rate booked.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with car reservations</li> <li>All car segments</li> </ul>															
19	141 to 141	1	<p><b><u>RENTAL CAR RATE TYPE</u></b> Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with car reservations</li> <li>All car segments</li> <li>Code entered should be consistent with the amount entered in the <b><u>RENTAL CAR RATE AMOUNT</u></b></li> </ul> <table border="1" data-bbox="513 1171 943 1362"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>H</td> <td>Hourly</td> </tr> <tr> <td>D</td> <td>Daily</td> </tr> <tr> <td>W</td> <td>Weekly</td> </tr> <tr> <td>M</td> <td>Monthly</td> </tr> </tbody> </table>	Code	Description	H	Hourly	D	Daily	W	Weekly	M	Monthly					
Code	Description																	
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20	142 to 144	3	<p><b><u>RENTAL CAR PICKUP LOCATION</u></b> If pickup location is at an airport, enter the airport code. Enter the city code for non-airport pickup locations.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with car reservations</li> <li>All car segments</li> </ul>															
21	145 to 147	3	<p><b><u>RENTAL CAR DROP-OFF LOCATION</u></b> If drop-off location is at an airport, enter the airport code. Enter the city code for non-airport drop-off locations.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with car reservations</li> <li>All car segments</li> </ul>															

22	148 to 149	2	<p><b><u>RENTAL CAR VENDOR CODE</u></b>                  Enter vendor code for the rental car company.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with car reservations</li> <li>• All car segments</li> </ul>																																								
23	150 to 150	1	<p><b><u>RENTAL CAR VEHICLE TYPE</u></b>                  Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with car reservations</li> <li>• All car segments</li> </ul> <table border="1" data-bbox="513 600 943 1337"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>M</td><td>Mini</td></tr> <tr><td>N</td><td>Mini Elite</td></tr> <tr><td>E</td><td>Economy</td></tr> <tr><td>H</td><td>Economy Elite</td></tr> <tr><td>C</td><td>Compact</td></tr> <tr><td>D</td><td>Compact Elite</td></tr> <tr><td>I</td><td>Intermediate</td></tr> <tr><td>J</td><td>Intermediate Elite</td></tr> <tr><td>K</td><td>Standard</td></tr> <tr><td>R</td><td>Standard Elite</td></tr> <tr><td>F</td><td>Full Size</td></tr> <tr><td>G</td><td>Full Size Elite</td></tr> <tr><td>O</td><td>SUV (all sizes)</td></tr> <tr><td>P</td><td>Premium</td></tr> <tr><td>U</td><td>Premium Elite</td></tr> <tr><td>L</td><td>Luxury</td></tr> <tr><td>V</td><td>Van/Minivan</td></tr> <tr><td>W</td><td>Luxury Elite</td></tr> <tr><td>Y</td><td>Oversize</td></tr> </tbody> </table>	Code	Description	M	Mini	N	Mini Elite	E	Economy	H	Economy Elite	C	Compact	D	Compact Elite	I	Intermediate	J	Intermediate Elite	K	Standard	R	Standard Elite	F	Full Size	G	Full Size Elite	O	SUV (all sizes)	P	Premium	U	Premium Elite	L	Luxury	V	Van/Minivan	W	Luxury Elite	Y	Oversize
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24	151 to 151	1	<p><b><u>SEGMENT SEQUENCE DESIGNATOR</u></b> Enter the segment sequence designator.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with air, rail, and bus reservations</li> <li>All air, rail, and bus segments</li> <li>Designate the segment sequence in order of travel                             <ul style="list-style-type: none"> <li>The first segment shall begin with A and continue in an unbroken sequence</li> </ul> </li> <li>Maintain the segment sequence designator for all subsequent reporting including refunds and exchanges</li> </ul> <p><b>Examples:</b> Recording sale of a ticket</p> <table border="1" data-bbox="509 669 1349 856"> <thead> <tr> <th>Origin</th> <th>Destination</th> <th>Segment Sequence Designator</th> </tr> </thead> <tbody> <tr> <td>JAX</td> <td>ATL</td> <td>A</td> </tr> <tr> <td>ATL</td> <td>LAX</td> <td>B</td> </tr> <tr> <td>LAX</td> <td>IAD</td> <td>C</td> </tr> </tbody> </table> <p>1. Recording partial refund of a ticket</p> <table border="1" data-bbox="509 926 1349 1035"> <thead> <tr> <th>Origin</th> <th>Destination</th> <th>Segment Sequence Designator</th> </tr> </thead> <tbody> <tr> <td>LAX</td> <td>IAD</td> <td>C</td> </tr> </tbody> </table>	Origin	Destination	Segment Sequence Designator	JAX	ATL	A	ATL	LAX	B	LAX	IAD	C	Origin	Destination	Segment Sequence Designator	LAX	IAD	C
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25	152 to 152	1	<p><b><u>DOD COMPONENT</u></b> Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>Applicable to CTO/TMC created PNR's</li> </ul> <table border="1" data-bbox="509 1230 1289 1524"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Department of the Army</td> </tr> <tr> <td>C</td> <td>Coast Guard</td> </tr> <tr> <td>F</td> <td>Department of the Air Force</td> </tr> <tr> <td>J</td> <td>Joint Staff Command</td> </tr> <tr> <td>N</td> <td>Department of the Navy</td> </tr> <tr> <td>M</td> <td>United States Marine Corps</td> </tr> <tr> <td>X</td> <td>Other DoD Components</td> </tr> </tbody> </table>	Code	Description	A	Department of the Army	C	Coast Guard	F	Department of the Air Force	J	Joint Staff Command	N	Department of the Navy	M	United States Marine Corps	X	Other DoD Components		
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26	153 to 155	3	<p><b><u>LODGING CITY CODE</u></b> If an airport or city code exists, enter the three letter code.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNRs with lodging reservations</li> <li>All lodging segments</li> </ul>																		

27	156 to 175	20	<p><b><u>LODGING CITY</u></b></p> <p>If no airport or city code exists, enter the lodging city name.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• If <b><u>DESTINATION AIRPORT/RAIL/BUS STATION CODE</u></b> is populated, this field may be null</li> <li>• All PNRs with lodging reservations</li> <li>• All lodging segments</li> <li>• If the lodging city name exceeds the 20 character limit, enter the first 20 characters</li> </ul>
28	176 to 177	2	<p><b><u>LODGING STATE</u></b></p> <p>If no airport, bus, rail, or water station code exists, and if <b><u>DESTINATION COUNTRY</u></b> is USA, enter the destination state code.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• If <b><u>DESTINATION AIRPORT/RAIL/BUS STATION CODE</u></b> is populated, this field may be null</li> <li>• All PNRs with lodging reservations</li> <li>• All lodging segments</li> <li>• For domestic, use the standard two alpha postal state codes</li> </ul>
29	178 to 180	3	<p><b><u>LODGING COUNTRY</u></b></p> <p>If no airport, bus, rail, or water station code exists, enter the destination country code.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• If <b><u>DESTINATION AIRPORT/RAIL/BUS STATION CODE</u></b> is populated, this field may be null</li> <li>• All PNRs with lodging reservations</li> <li>• All lodging segments</li> <li>• Use three character International Standards Organization (ISO) country codes</li> </ul>
30	181 to 182	2	<p><b><u>LODGING VENDOR CODE</u></b></p> <p>Enter lodging vendor code.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with lodging reservations</li> <li>• All lodging segments</li> </ul>
31	183 to 189	7	<p><b><u>LODGING CHARGE</u></b></p> <p>Enter the daily lodging rate.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with lodging reservations</li> <li>• All lodging segments</li> </ul>

32	190 to 192	3	<p><b><u>LODGING RATE CODE</u></b></p> <p>Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR’s with lodging reservations</li> <li>• All lodging segments</li> </ul> <table border="1" data-bbox="513 422 954 972"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>V</td><td>Convention</td></tr> <tr><td>COR</td><td>Corporate</td></tr> <tr><td>FAM</td><td>Family Plan</td></tr> <tr><td>GOV</td><td>Government</td></tr> <tr><td>MIL</td><td>Military</td></tr> <tr><td>PRO</td><td>Promotional</td></tr> <tr><td>SCR</td><td>Senior Citizen</td></tr> <tr><td>TOR</td><td>Tour Package</td></tr> <tr><td>WKD</td><td>Weekend</td></tr> <tr><td>RAC</td><td>Regular Hotel Rate</td></tr> <tr><td>XVU</td><td>FedRooms Rate</td></tr> <tr><td>XVL</td><td>DoD Preferred Lodging</td></tr> <tr><td>AAA</td><td>AAA Rate</td></tr> <tr><td>DoD</td><td>DoD Lodging</td></tr> </tbody> </table>	Code	Description	V	Convention	COR	Corporate	FAM	Family Plan	GOV	Government	MIL	Military	PRO	Promotional	SCR	Senior Citizen	TOR	Tour Package	WKD	Weekend	RAC	Regular Hotel Rate	XVU	FedRooms Rate	XVL	DoD Preferred Lodging	AAA	AAA Rate	DoD	DoD Lodging
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33	193 to 195	3	<p><b><u>REASON CODES FOR USE/NON-USE OF CRAF CARRIER</u></b></p> <p>Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to CTO/TMC created PNR’s with air reservations</li> <li>• All air segments</li> </ul> <table border="1" data-bbox="513 1209 1289 1612"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>R0</td><td>CRAF carrier used</td></tr> <tr><td>R1</td><td>Destination not serviced by CRAF carrier</td></tr> <tr><td>R2</td><td>Did not meet mission requirements.</td></tr> <tr><td>R3</td><td>Seat not available.</td></tr> <tr><td colspan="2"><b>Traveler refused CRAF carrier because:</b></td></tr> <tr><td>R4A</td><td>Airport specified</td></tr> <tr><td>R4B</td><td>Carrier specified</td></tr> <tr><td>R4C</td><td>Routing specified</td></tr> <tr><td>R4D</td><td>Time specified</td></tr> <tr><td>R4E</td><td>Personal reasons.</td></tr> </tbody> </table>	Code	Description	R0	CRAF carrier used	R1	Destination not serviced by CRAF carrier	R2	Did not meet mission requirements.	R3	Seat not available.	<b>Traveler refused CRAF carrier because:</b>		R4A	Airport specified	R4B	Carrier specified	R4C	Routing specified	R4D	Time specified	R4E	Personal reasons.								
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34	196 to 198	3	<p><b>REASON CODES FOR USE/NON-USE OF CONTRACT AIR</b></p> <p>Enter code from table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to all PNRs with air reservations</li> <li>• All air segments</li> </ul> <p>Note: DTS passes the applicable reason code in the PNR W (Air) Remarks Field.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>C0</td> <td>Contract Fare Used.</td> </tr> <tr> <td>C1</td> <td>Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.</td> </tr> <tr> <td>C2</td> <td>The contractor's flight schedule is inconsistent with explicit policies of individual Federal departments and agencies where applicable to schedule travel during normal working hours.</td> </tr> <tr> <td>C3</td> <td>A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals, and related expenses. NOTE: This exception does not apply if the contract carrier(s) offers a comparable fare and has seats available at the fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card, e.g., YDG, MDG, QDG, VDG, and similar fares.</td> </tr> <tr> <td>C4</td> <td>Seat not available on contract air carrier</td> </tr> <tr> <td>C5</td> <td>No longer used</td> </tr> <tr> <td>C6</td> <td>Non-contract fare used on contract carrier (lower fare than CA)</td> </tr> <tr> <td></td> <td>Traveler refused contract fare because:</td> </tr> <tr> <td>C7A</td> <td>Airport specified</td> </tr> <tr> <td>C7B</td> <td>Carrier specified</td> </tr> <tr> <td>C7C</td> <td>Routing specified</td> </tr> <tr> <td>C7D</td> <td>Time specified</td> </tr> <tr> <td>C7E</td> <td>Personal reasons</td> </tr> <tr> <td>C8</td> <td>No cost ticket (e.g., Frequent Flyer)</td> </tr> <tr> <td>C9</td> <td>FMS</td> </tr> <tr> <td>C10</td> <td>Rail service available and cost effective</td> </tr> <tr> <td>C11</td> <td>No contract fare in market</td> </tr> </tbody> </table>	Code	Description	C0	Contract Fare Used.	C1	Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.	C2	The contractor's flight schedule is inconsistent with explicit policies of individual Federal departments and agencies where applicable to schedule travel during normal working hours.	C3	A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals, and related expenses. NOTE: This exception does not apply if the contract carrier(s) offers a comparable fare and has seats available at the fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card, e.g., YDG, MDG, QDG, VDG, and similar fares.	C4	Seat not available on contract air carrier	C5	No longer used	C6	Non-contract fare used on contract carrier (lower fare than CA)		Traveler refused contract fare because:	C7A	Airport specified	C7B	Carrier specified	C7C	Routing specified	C7D	Time specified	C7E	Personal reasons	C8	No cost ticket (e.g., Frequent Flyer)	C9	FMS	C10	Rail service available and cost effective	C11	No contract fare in market
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C9	FMS																																						
C10	Rail service available and cost effective																																						
C11	No contract fare in market																																						

35	199 to 200	2	<p><b><u>REASON CODES FOR NON-USE OF AMC AIRLIFT ON INTERNATIONAL TRAVEL</u></b></p> <p>Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to CTO/TMC created PNRs with international air segments             <ul style="list-style-type: none"> <li>○ If reason code is provided by the government or CTO/TMC is required to book AMC/PE per contract</li> </ul> </li> </ul> <table border="1" data-bbox="509 489 1222 636"> <thead> <tr> <th data-bbox="509 489 618 527">Code</th> <th data-bbox="618 489 1222 527">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="509 527 618 564">A1</td> <td data-bbox="618 527 1222 564">Destination not serviced by AMC</td> </tr> <tr> <td data-bbox="509 564 618 602">A2</td> <td data-bbox="618 564 1222 602">Did not meet mission requirements</td> </tr> <tr> <td data-bbox="509 602 618 636">A3</td> <td data-bbox="618 602 1222 636">Seat not available</td> </tr> </tbody> </table>	Code	Description	A1	Destination not serviced by AMC	A2	Did not meet mission requirements	A3	Seat not available
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36	201 to 202	2	<p><b><u>REASON CODE FOR OTHER THAN ECONOMY/COACH CLASS TRANSPORTATION (OTECCT)</u></b></p> <p>Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNRs with OTECCT reservations</li> <li>• All segments with OTECCT</li> </ul> <p>References in description refer to the Joint Travel Regulations, Appendix H3A</p> <table border="1" data-bbox="509 516 1300 1537"> <thead> <tr> <th data-bbox="509 516 631 569">Code</th> <th data-bbox="631 516 1300 569">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="509 569 631 604">A</td> <td data-bbox="631 569 1300 604">Lower Class Not Available in Time (B.3.a &amp; B.4.a.)</td> </tr> <tr> <td data-bbox="509 604 631 640">B</td> <td data-bbox="631 604 1300 640">Medical (B.3.b &amp; B.4.b.)</td> </tr> <tr> <td data-bbox="509 640 631 676">C</td> <td data-bbox="631 640 1300 676">Security (B.3.c &amp; B.4.c.)</td> </tr> <tr> <td data-bbox="509 676 631 711">D</td> <td data-bbox="631 676 1300 711">Mission (B.3.d &amp; B.4.d.)</td> </tr> <tr> <td data-bbox="509 711 631 821">E</td> <td data-bbox="631 711 1300 821">Only first class provided (if highest class of service is First) / Only business class provided (if highest class of service is Business) (B.3.e &amp; B.4.e.)</td> </tr> <tr> <td data-bbox="509 821 631 894">F</td> <td data-bbox="631 821 1300 894">Non-Federal funding source (must be used in conjunction with A - E) (B.3.f. &amp; B.4.f.)</td> </tr> <tr> <td data-bbox="509 894 631 968">G</td> <td data-bbox="631 894 1300 968">Congressional Travel (must be used in conjunction with A - E) (B.3.g. &amp; B.4.j.)</td> </tr> <tr> <td data-bbox="509 968 631 1041">H</td> <td data-bbox="631 968 1300 1041">(Business Class Only) Foreign flag coach not adequate (B.4.g.)</td> </tr> <tr> <td data-bbox="509 1041 631 1077">I</td> <td data-bbox="631 1041 1300 1077">(Business Class Only) Over 14 hours (B.4.i.)</td> </tr> <tr> <td data-bbox="509 1077 631 1150">J</td> <td data-bbox="631 1077 1300 1150">(Business Class Only) Required by foreign government regulations, MOU/MOA/SOFA (B.4.k.)</td> </tr> <tr> <td data-bbox="509 1150 631 1224">K</td> <td data-bbox="631 1150 1300 1224">(Business Class Only) Use of business class results in an overall savings on the trip (B.4.h.)</td> </tr> <tr> <td data-bbox="509 1224 631 1333">L</td> <td data-bbox="631 1224 1300 1333">Traveler used a frequent flyer upgrade to pay the difference between YCA/lowest unrestricted coach fare and premium class travel</td> </tr> <tr> <td data-bbox="509 1333 631 1407">M</td> <td data-bbox="631 1333 1300 1407">Traveler self-paid (e.g. Leisure, LICWO, Contractor Travel, etc.)</td> </tr> <tr> <td data-bbox="509 1407 631 1516">N</td> <td data-bbox="631 1407 1300 1516">Premium class is lower than YCA and/or lower than lowest unrestricted coach fare (e.g. GDS auto-priced premium as the lowest applicable unrestricted fare)</td> </tr> <tr> <td data-bbox="509 1516 631 1537">O</td> <td data-bbox="631 1516 1300 1537">Airline automatic upgrade (e.g. "UP" fares)</td> </tr> </tbody> </table>	Code	Description	A	Lower Class Not Available in Time (B.3.a & B.4.a.)	B	Medical (B.3.b & B.4.b.)	C	Security (B.3.c & B.4.c.)	D	Mission (B.3.d & B.4.d.)	E	Only first class provided (if highest class of service is First) / Only business class provided (if highest class of service is Business) (B.3.e & B.4.e.)	F	Non-Federal funding source (must be used in conjunction with A - E) (B.3.f. & B.4.f.)	G	Congressional Travel (must be used in conjunction with A - E) (B.3.g. & B.4.j.)	H	(Business Class Only) Foreign flag coach not adequate (B.4.g.)	I	(Business Class Only) Over 14 hours (B.4.i.)	J	(Business Class Only) Required by foreign government regulations, MOU/MOA/SOFA (B.4.k.)	K	(Business Class Only) Use of business class results in an overall savings on the trip (B.4.h.)	L	Traveler used a frequent flyer upgrade to pay the difference between YCA/lowest unrestricted coach fare and premium class travel	M	Traveler self-paid (e.g. Leisure, LICWO, Contractor Travel, etc.)	N	Premium class is lower than YCA and/or lower than lowest unrestricted coach fare (e.g. GDS auto-priced premium as the lowest applicable unrestricted fare)	O	Airline automatic upgrade (e.g. "UP" fares)
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37	203 to 204	2	<p><b><u>REASON CODES FOR USE/NON-USE OF DOD LODGING</u></b>                  Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to CTO/TMC created PNR’s                         <ul style="list-style-type: none"> <li>○ If DoD lodging arrangements are required by the CTO/TMC contract</li> </ul> </li> <li>• All segments where DoD lodging is applicable</li> </ul> <table border="1" data-bbox="513 457 1243 674"> <thead> <tr> <th style="background-color: #000080; color: white;">Code</th> <th style="background-color: #000080; color: white;">Description</th> </tr> </thead> <tbody> <tr> <td>H0</td> <td>DoD Lodging used</td> </tr> <tr> <td>H1</td> <td>No rooms available. Non-Availability (NA) Confirmation Number issued.</td> </tr> <tr> <td>H2</td> <td>Exempted by order issuing agency.</td> </tr> <tr> <td>H3</td> <td>DoD lodging not offered at location.</td> </tr> </tbody> </table>	Code	Description	H0	DoD Lodging used	H1	No rooms available. Non-Availability (NA) Confirmation Number issued.	H2	Exempted by order issuing agency.	H3	DoD lodging not offered at location.																
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38	205 to 224	20	<p><b><u>NON-AVAILABILITY (NA) CONFIRMATION NUMBER</u></b>                  Enter NA confirmation number if reported “H1” in <b><u>REASON CODES FOR USE/NON-USE OF DOD LODGING</u></b>.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to CTO/TMC created PNR’s                         <ul style="list-style-type: none"> <li>○ If DoD lodging arrangements are required by the CTO/TMC contract</li> </ul> </li> <li>• All segments where DoD lodging is applicable and wasn’t available</li> </ul>																										
39	225 to 228	4	<p><b><u>NON-USE OF DOD PREFERRED COMMERCIAL LODGING</u></b>                  Enter code from table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to CTO/TMC created PNR’s</li> <li>• All segments where DoD Preferred Lodging is applicable</li> </ul> <table border="1" data-bbox="513 1220 1279 1696"> <thead> <tr> <th style="background-color: #000080; color: white;">Code</th> <th style="background-color: #000080; color: white;">Description</th> </tr> </thead> <tbody> <tr> <td>L1</td> <td>Too Far Away</td> </tr> <tr> <td>L2</td> <td>Mission Requirements</td> </tr> <tr> <td>L3</td> <td>Lower Rate Available</td> </tr> <tr> <td>L4</td> <td>Personal Choice/Limited Reimbursement</td> </tr> <tr> <td>L5</td> <td>DoD Lodging (AKA On-Base Housing) used</td> </tr> <tr> <td>L6</td> <td>Lodging with Family or Friends</td> </tr> <tr> <td>L7</td> <td>Conference or Event</td> </tr> <tr> <td>L8</td> <td>Contract Lodging</td> </tr> <tr> <td>L9</td> <td>Rental Housing Used</td> </tr> <tr> <td>L10</td> <td>Exempt IAW JTR</td> </tr> <tr> <td>L11</td> <td>CTO lodging assistance requested</td> </tr> <tr> <td>L12</td> <td>Group lodging required</td> </tr> </tbody> </table>	Code	Description	L1	Too Far Away	L2	Mission Requirements	L3	Lower Rate Available	L4	Personal Choice/Limited Reimbursement	L5	DoD Lodging (AKA On-Base Housing) used	L6	Lodging with Family or Friends	L7	Conference or Event	L8	Contract Lodging	L9	Rental Housing Used	L10	Exempt IAW JTR	L11	CTO lodging assistance requested	L12	Group lodging required
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40	229 to 237	9	<p><b><u>DEPARTURE DATE OF TRAVEL</u></b>                  Enter departure date for each segment.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR’s</li> </ul>																										

41	238 to 246	9	<p><b><u>ARRIVAL DATE OF TRAVEL</u></b> Enter arrival date for each segment.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's</li> </ul>
42	247 to 257	11	<p><b><u>CUSTOMER CODE</u></b> Enter customer code (e.g. DK, CA, Customer ID, etc.).</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's</li> </ul>
43	258 to 297	40	<p><b><u>TRAVELER'S NAME</u></b> Enter the traveler's name.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's</li> <li>• Enter as LAST NAME/FIRST NAME</li> </ul> <p>Initials and titles are optional, and will follow the first name after a separating space, e.g. SMITH/JOHN A MR.</p>
44	298 to 302	5	<p><b><u>DEPARTURE TIME</u></b> Enter departure time.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with air or rail reservations</li> <li>• All air, rail, and bus segments</li> </ul>
45	303 to 307	5	<p><b><u>ARRIVAL TIME</u></b> Enter arrival time.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with air or rail reservations</li> <li>• All air, rail, and bus segments</li> </ul>
46	308 to 316	9	<p><b><u>TICKET DATE</u></b> Enter the date ticket was issued.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's associated with a ticketed/invoiced air, bus, rail, or water reservation</li> <li>• Note: Do not use this field for reporting refund date</li> </ul>

47	317 to 325	9	<p><b><u>EXCHANGE DATE</u></b></p> <p>If the ticket was issued in exchange for another ticket/segment, enter the date the exchange was invoiced.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's where a ticket was exchanged</li> <li>Original ticket sales and exchange ticket transactions are to be reported separately</li> </ul> <p><b><u>See Appendix C for various exchange transaction reporting scenarios</u></b></p>																																				
48	326 to 334	9	<p><b><u>REFUND DATE</u></b></p> <p>Enter date the ticket refund was initiated/invoiced.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with a refund for a ticketed air or rail reservation</li> </ul>																																				
49	335 to 335	1	<p><b><u>CONNECTION INDICATOR</u></b></p> <p>Enter the GDS connection indicator from the table below</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with air, rail, and bus reservations</li> <li>All air, rail, and bus segments</li> </ul> <table border="1" data-bbox="513 972 1289 1079"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>Connection</td> </tr> <tr> <td>O</td> <td>Stopover</td> </tr> </tbody> </table>	Code	Description	X	Connection	O	Stopover																														
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50	336 to 336	1	<p><b><u>ORIGIN/DESTINATION INDICATOR</u></b></p> <p>Enter the code in accordance with the instructions below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with air, rail, and bus reservations</li> <li>All air, rail, and bus segments</li> <li>Enter "D" if the segment is for travel between the O/D with no connections</li> <li>For multiple segments/connections for travel between the O/D                         <ul style="list-style-type: none"> <li>Enter "T" in the outbound/connecting segments preceding the destination</li> <li>Enter "D" in the destination segment</li> </ul> </li> </ul> <p><b>Example:</b></p> <p>Outbound - O/D is DCA to TUS with connections in ATL and DFW                      Return - O/D is TUS to DCA with connection in ATL</p> <table border="1" data-bbox="513 1671 1362 1932"> <thead> <tr> <th>Seg#</th> <th>Travel Date</th> <th>Start</th> <th>Finis h</th> <th>Fare Basis</th> <th>O/D Destination Indicator</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>30SEP</td> <td>DCA</td> <td>ATL</td> <td>KCADCA</td> <td>T</td> </tr> <tr> <td>02</td> <td>30SEP</td> <td>ATL</td> <td>DFW</td> <td>LCA</td> <td>T</td> </tr> <tr> <td>03</td> <td>30SEP</td> <td>DFW</td> <td>TUS</td> <td>HCA</td> <td>D</td> </tr> <tr> <td>04</td> <td>14JAN</td> <td>TUS</td> <td>ATL</td> <td>YCA</td> <td>T</td> </tr> <tr> <td>05</td> <td>14JAN</td> <td>ATL</td> <td>DCA</td> <td>YCA</td> <td>D</td> </tr> </tbody> </table>	Seg#	Travel Date	Start	Finis h	Fare Basis	O/D Destination Indicator	01	30SEP	DCA	ATL	KCADCA	T	02	30SEP	ATL	DFW	LCA	T	03	30SEP	DFW	TUS	HCA	D	04	14JAN	TUS	ATL	YCA	T	05	14JAN	ATL	DCA	YCA	D
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51	337 to 337	1	<p><b>TRAVELER TYPE</b></p> <p>Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>Applicable to CTO/TMC created PNRs and DTS PNRs with OTECCT</li> </ul> <p>DTS passes the traveler's rank/grade in the PNR (P) Remarks field.</p> <table border="1" data-bbox="513 405 1385 1186"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Accession Travel (Recruit)</td> <td>K</td> <td>Contractor/Cost Charge Travel</td> </tr> <tr> <td>C</td> <td>Civilian Government Employee</td> <td>O</td> <td>Military Officer</td> </tr> <tr> <td>D</td> <td>Dependent of Military Officer</td> <td>P</td> <td>Dependent Student</td> </tr> <tr> <td>E</td> <td>Military Enlisted</td> <td>R</td> <td>Human Remains</td> </tr> <tr> <td>F</td> <td>Prisoner</td> <td>S</td> <td>Sponsor</td> </tr> <tr> <td>G</td> <td>Dependent of Military Enlisted</td> <td>T</td> <td>Team Travel - A movement of 10 or more personnel traveling as a group under the same orders, from the same origin to the same destination</td> </tr> <tr> <td>H</td> <td>Dependent of Civilian Employee</td> <td>W</td> <td>Warrant Officer</td> </tr> <tr> <td>I</td> <td>Invitational</td> <td></td> <td></td> </tr> </tbody> </table>	Code	Description	Code	Description	A	Accession Travel (Recruit)	K	Contractor/Cost Charge Travel	C	Civilian Government Employee	O	Military Officer	D	Dependent of Military Officer	P	Dependent Student	E	Military Enlisted	R	Human Remains	F	Prisoner	S	Sponsor	G	Dependent of Military Enlisted	T	Team Travel - A movement of 10 or more personnel traveling as a group under the same orders, from the same origin to the same destination	H	Dependent of Civilian Employee	W	Warrant Officer	I	Invitational		
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52	338 to 339	2	<p><b><u>TRAVEL PURPOSE IDENTIFIER</u></b> Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>Applicable to CTO/TMC created PNRs and DTS PNRs with OTECCT</li> </ul> <p>Note: DTS passes the Travel Purpose in the PNR General Remarks field.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Site visit</td> </tr> <tr> <td>1</td> <td>Information Meeting</td> </tr> <tr> <td>2</td> <td>Training attendance – receiving training</td> </tr> <tr> <td>3</td> <td>To give speech or presentation</td> </tr> <tr> <td>4</td> <td>Conference attendance – observe/no formal role in conference</td> </tr> <tr> <td>5</td> <td>Relocation – transfer from one permanent duty station to another (PCS) accompanied by dependents</td> </tr> <tr> <td>6</td> <td>Relocation – transfer from one permanent duty station to another (PCS) not accompanied by dependents</td> </tr> <tr> <td>7</td> <td>Relocation – transfer from one permanent duty station to another (PCS) unaccompanied dependents (without military or civilian) principal</td> </tr> <tr> <td>8</td> <td>Entitlement travel</td> </tr> <tr> <td>9</td> <td>Between tours of duty travel</td> </tr> <tr> <td>10</td> <td>Special missions travel</td> </tr> <tr> <td>11</td> <td>Emergency travel</td> </tr> <tr> <td>12</td> <td>Other travel</td> </tr> </tbody> </table>	Code	Description	0	Site visit	1	Information Meeting	2	Training attendance – receiving training	3	To give speech or presentation	4	Conference attendance – observe/no formal role in conference	5	Relocation – transfer from one permanent duty station to another (PCS) accompanied by dependents	6	Relocation – transfer from one permanent duty station to another (PCS) not accompanied by dependents	7	Relocation – transfer from one permanent duty station to another (PCS) unaccompanied dependents (without military or civilian) principal	8	Entitlement travel	9	Between tours of duty travel	10	Special missions travel	11	Emergency travel	12	Other travel
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53	340 to 340	1	<p><b><u>CTO/TMC TICKET TRANSACTION TYPE</u></b> Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR’s with ticket(s) associated to an air or rail reservation</li> </ul> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>Original Ticket</td> </tr> <tr> <td>E</td> <td>Exchange Ticket (value of original ticket exchanged for a new ticket)</td> </tr> <tr> <td>S</td> <td>Reissued Ticket (Original ticket is refunded and new ticket is issued)</td> </tr> </tbody> </table>	Code	Description	N	Original Ticket	E	Exchange Ticket (value of original ticket exchanged for a new ticket)	S	Reissued Ticket (Original ticket is refunded and new ticket is issued)																				
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E	Exchange Ticket (value of original ticket exchanged for a new ticket)																														
S	Reissued Ticket (Original ticket is refunded and new ticket is issued)																														

54	341 to 343	3	<p><b><u>PAYMENT METHOD</u></b> Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with ticket(s) associated to an air or rail reservation</li> </ul> <table border="1" data-bbox="513 384 1401 640"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>IBA</td> <td>Individually Billed Government Issued Credit Card</td> </tr> <tr> <td>CBA</td> <td>Centrally Billed Account</td> </tr> <tr> <td>UC</td> <td>Unit Card</td> </tr> <tr> <td>GTR</td> <td>US Government Transportation Request</td> </tr> <tr> <td>PER</td> <td>Personal Payment (payment from personal account)</td> </tr> <tr> <td>VD</td> <td>Ticket voided, no funds billed or collected</td> </tr> </tbody> </table>	Code	Description	IBA	Individually Billed Government Issued Credit Card	CBA	Centrally Billed Account	UC	Unit Card	GTR	US Government Transportation Request	PER	Personal Payment (payment from personal account)	VD	Ticket voided, no funds billed or collected
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55	344 to 353	10	<p><b><u>RECORD (PNR) LOCATOR</u></b> Enter the CTO/TMC's GDS record locator.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's</li> <li>Note: Do not provide the travel supplier's locator or confirmation number</li> </ul>														
56	354 to 354	1	<p><b><u>CLASS OF SERVICE CODE</u></b> Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with air, bus, rail, or water reservations</li> <li>All air, bus, rail, and water segments</li> </ul> <table border="1" data-bbox="513 1125 1373 1711"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>F</td> <td><b>First Class</b> Generally the highest class of accommodation offered by the airlines in terms of cost and amenities and termed "first class" by the airline and any reservation system</td> </tr> <tr> <td>B</td> <td><b>Business Class</b> A premium class of accommodation offered by the airlines that is generally higher than coach and lower than first class in both cost and amenities</td> </tr> <tr> <td>C</td> <td><b>Coach</b> The basic class of accommodations offered to travelers regardless of fare paid. Also referred to as "tourist" or "economy class".</td> </tr> <tr> <td>H</td> <td><b>Charter</b> Negotiated rate to lease an aircraft or other mode of transport such as bus for the use of a group.</td> </tr> </tbody> </table>	Code	Description	F	<b>First Class</b> Generally the highest class of accommodation offered by the airlines in terms of cost and amenities and termed "first class" by the airline and any reservation system	B	<b>Business Class</b> A premium class of accommodation offered by the airlines that is generally higher than coach and lower than first class in both cost and amenities	C	<b>Coach</b> The basic class of accommodations offered to travelers regardless of fare paid. Also referred to as "tourist" or "economy class".	H	<b>Charter</b> Negotiated rate to lease an aircraft or other mode of transport such as bus for the use of a group.				
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57	355 to 356	2	<p><b><u>FLOWN CARRIER</u></b> Enter the carrier code for the airline flown.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with air reservations</li> <li>• All air segments</li> </ul> <p><b>Example:</b> AA 1234 operated by US Airways shall be reported as US.</p>
58	357 to 362	6	<p><b><u>ACCOUNTING CITATION (FSN/ADSN/AAA)</u></b> Enter the six alpha numeric accounting citation.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to CTO/TMC created PNR's</li> <li>• All PNR's with ticketed transportation charged to a CBA</li> </ul>
59	363 to 412	50	<p><b><u>TRAVELER'S GOVERNMENT E-MAIL ADDRESS</u></b> Enter the traveler's Government e-mail address.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicable to CTO/TMC created PNR's</li> </ul>

60	413 to 421	9	<p><b>COMPARISON FARE</b></p> <p>Enter the comparison fare in accordance with the instructions below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNRs with OTECCT reservations</li> <li>• Ticket level             <ul style="list-style-type: none"> <li>○ Enter comparison fare in the last segment associated with each stored fare</li> </ul> </li> <li>• At the time of booking</li> </ul> <p><b>Example #1:</b></p> <p><b>Booked/Ticketed Fare</b></p> <p>1 UA 594Y 20SEP S DCADEN SS1 412P 609P                  2 UA 565F 25SEP F DENDCA SS1 955A 322P</p> <table border="0"> <thead> <tr> <th>BASE FARE</th> <th>TAXES/FEES/CHARGES</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>1- USD1826.97</td> <td>165.23XT</td> <td>USD1992.20GVT</td> </tr> <tr> <td>XT 137.03US</td> <td>8.00ZP 11.20AY</td> <td>9.00XF</td> </tr> <tr> <td>1826.97</td> <td>165.23</td> <td>1992.20TTL</td> </tr> </tbody> </table> <p>GVT-01 YCADCA FUA2F</p> <p><b>Comparison Fare</b></p> <p>1 UA 594Y 20SEP S DCADEN SS1 412P 609P                  2 UA 565Y 25SEP F DENDCA SS1 955A 322P</p> <table border="0"> <thead> <tr> <th>BASE FARE</th> <th>TAXES/FEES/CHARGES</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>1- USD401.86</td> <td>58.34XT</td> <td>USD460.20GVT</td> </tr> <tr> <td>XT 30.14US</td> <td>8.00ZP 11.20AY</td> <td>9.00XF</td> </tr> <tr> <td>401.86</td> <td>58.34</td> <td><b>460.20TTL</b></td> </tr> </tbody> </table> <p>GVT-01 YCADCA</p> <p><b>United was the contract carrier for the origin/destination; therefore, the round trip YCA inclusive of taxes and fees (460.20) shall be used as the comparison fare.</b></p> <p><b>Example #2:</b></p> <p><b>Booked/Ticketed Fare</b></p> <p>1 UA 989Y 20SEP S IADFRA SS1 525P 720A 21SEP                  2 LH 326Y 24SEP Q FRAVCE NN1 1230P 145P                  3 UA9058J 29SEP T VCEFRA*SS1 1030A 1155A                  4 UA8827J 29SEP T FRAIAD*SS1 115P 355P</p> <p>WPPGVT#XR«</p> <table border="0"> <thead> <tr> <th>BASE FARE</th> <th>TAXES/FEES/CHARGES</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>1- USD7650.00</td> <td>634.00XT</td> <td>USD8284.00GVT</td> </tr> <tr> <td>XT 428.00YQ</td> <td>35.40US 5.50YC</td> <td>7.00XY</td> </tr> <tr> <td>5.00XA</td> <td>5.60AY 18.40DE</td> <td>53.40RA</td> </tr> <tr> <td>47.30OY</td> <td>1.80EX 9.60IT</td> <td>4.30VT</td> </tr> <tr> <td>7.30HB</td> <td>0.90MJ 4.50XF</td> <td></td> </tr> <tr> <td>7650.00</td> <td>634.00</td> <td>8284.00TTL</td> </tr> </tbody> </table> <p>GVT-01 YCA Y77 JXR1</p> <p><b>Comparison Fare:</b></p>	BASE FARE	TAXES/FEES/CHARGES	TOTAL	1- USD1826.97	165.23XT	USD1992.20GVT	XT 137.03US	8.00ZP 11.20AY	9.00XF	1826.97	165.23	1992.20TTL	BASE FARE	TAXES/FEES/CHARGES	TOTAL	1- USD401.86	58.34XT	USD460.20GVT	XT 30.14US	8.00ZP 11.20AY	9.00XF	401.86	58.34	<b>460.20TTL</b>	BASE FARE	TAXES/FEES/CHARGES	TOTAL	1- USD7650.00	634.00XT	USD8284.00GVT	XT 428.00YQ	35.40US 5.50YC	7.00XY	5.00XA	5.60AY 18.40DE	53.40RA	47.30OY	1.80EX 9.60IT	4.30VT	7.30HB	0.90MJ 4.50XF		7650.00	634.00	8284.00TTL
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61	422 to 434	13	<p><b><u>CONJUNCTIVE TICKET NUMBER</u></b>                  Enter the conjunctive ticket number.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with air reservations where a conjunctive ticket is issued</li> <li>• All air segments</li> </ul>																					
62	435 to 447	13	<p><b><u>EXCHANGE TICKET NUMBER</u></b>                  Enter exchange ticket number.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with air reservations</li> <li>• All air segments</li> </ul> <p><b>See Appendix C for various exchange transactions reporting scenarios.</b></p>																					
63	448 to 456	9	<p><b><u>RENTAL CAR PICK UP DATE</u></b>                  Enter rental car pick up date.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with car reservations</li> <li>• All car segments</li> </ul>																					

64	457 to 465	9	<p><b><u>RENTAL CAR DROP-OFF DATE</u></b>                  Enter rental car drop off date.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with car reservations</li> <li>All car segments</li> </ul>						
65	466 to 474	9	<p><b><u>LODGING CHECK IN DATE</u></b>                  Enter lodging check in date.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with lodging reservations</li> <li>All lodging segments</li> </ul>						
66	475 to 483	9	<p><b><u>LODGING CHECK OUT DATE</u></b>                  Enter lodging check out date</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's with lodging reservations</li> <li>All lodging segment</li> </ul>						
67	484 to 513	30	<p><b><u>SITE IDENTIFIER</u></b>                  Provide the DTMO assigned Site Identifier.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's</li> </ul>						
68	514 to 514	1	<p><b><u>DTS INDICATOR</u></b>                  Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All PNR's</li> </ul> <table border="1" data-bbox="513 1213 1289 1323"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DTS created PNR</td> </tr> <tr> <td>2</td> <td>CTO/TMC created PNR</td> </tr> </tbody> </table>	Code	Description	1	DTS created PNR	2	CTO/TMC created PNR
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69	515 to 544	30	<p><b><u>EQUIPMENT</u></b>                  Enter the type of aircraft for each air segment.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>All air segments</li> </ul>						

70	545 to 553	9	<p><b><u>RESTRICTED FARE REFUSAL</u></b>  Enter the amount of the restricted fare that was offered but declined by the traveler in accordance with the instructions below.</p> <p><b>Data Capture requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNRs where a restricted fare was available and declined by the traveler when:</li> <li>• Savings compared to the YCA fare in GSA contract City Pair markets are \$200 or greater for domestic and \$300 or more for international</li> <li>• Any savings compared to the lowest unrestricted fare in non-contract markets</li> </ul> <p><b>Note: In markets where a US flag carrier is available, a foreign flag carrier offering a lower fare may not be used as the comparison regardless of savings.</b></p> <ul style="list-style-type: none"> <li>• Ticket level</li> <li>• Enter declined fare, inclusive of taxes and fees</li> </ul>
71	554 to 554	1	<p><b><u>GROUP PNR IDENTIFIER</u></b>  Enter "Y" to designate group travel PNR's.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with reservations associated to a group travel authorization/order</li> <li>• Includes multi passenger PNR's and single/divided PNR's</li> </ul>
72	555 to 567	13	<p><b><u>TRANSACTION FEE NUMBER</u></b>  Enter the transaction fee number.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's</li> <li>• If transaction fee is issued at the point of sale</li> </ul>
73	568 to 574	7	<p><b><u>TRANSACTION FEE COST</u></b>  Enter the transaction fee amount.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's <ul style="list-style-type: none"> <li>○ If transaction fee is issued at the point of sale</li> </ul> </li> </ul>

74	575 to 576	2	<p><b><u>TRANSACTION FEE TYPE</u></b>                      Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's                             <ul style="list-style-type: none"> <li>○ If transaction fee is issued at the point of sale</li> </ul> </li> <li>• Enter the transaction fee code in the first segment of the ticket</li> </ul> <table border="1" data-bbox="513 422 1385 863"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>AM</td><td>AMC Patriot Express</td></tr> <tr><td>BT</td><td>Bus Individual</td></tr> <tr><td>CV</td><td>Bus Charter</td></tr> <tr><td>CT</td><td>DoD Contractor Travel</td></tr> <tr><td>CA</td><td>CTO Assist</td></tr> <tr><td>CR</td><td>CTO Assist Non-Air/Rail</td></tr> <tr><td>DT</td><td>DTS</td></tr> <tr><td>HR</td><td>Human Remains</td></tr> <tr><td>LI</td><td>LICWO</td></tr> <tr><td>MD</td><td>Military Working Dog</td></tr> <tr><td>PT</td><td>Pet Travel</td></tr> </tbody> </table>	Code	Description	AM	AMC Patriot Express	BT	Bus Individual	CV	Bus Charter	CT	DoD Contractor Travel	CA	CTO Assist	CR	CTO Assist Non-Air/Rail	DT	DTS	HR	Human Remains	LI	LICWO	MD	Military Working Dog	PT	Pet Travel
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76	578 to 579	2	<p><b><u>TRANSACTION FEE JUSTIFICATION CODE</u></b> Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's                             <ul style="list-style-type: none"> <li>○ If transaction fee is issued at the point of sale</li> <li>○ If entered "CA" (CTO Assist) in <b>TRANSACTION FEE TYPE</b></li> </ul> </li> </ul> <table border="1" data-bbox="509 407 1385 1024"> <thead> <tr> <th style="background-color: #000080; color: white;">Code</th> <th style="background-color: #000080; color: white;">Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Traveler Requested Assistance via DTS (does not apply to reservations that cannot be booked/ticketed in the contractor's chosen GDS but can be in another GDS).</td> </tr> <tr> <td>B</td> <td>Traveler/Government Representative requested assistance via phone, email, fax, or in person resulting in the CTO/TMC's modifying the DTS PNR.</td> </tr> <tr> <td>C</td> <td>Industry Driven (e.g. TSA Secure Flight Data not passed to DTS PNR)</td> </tr> <tr> <td>D</td> <td>COR Initiated (e.g. temporary workarounds due to DTS system problem as specified in the PWS)</td> </tr> <tr> <td>E</td> <td>Government Travel Charge Card Declined (may only be used with RESERVATION TYPE 1(Air) or 2 (Rail))</td> </tr> <tr> <td>T</td> <td>CTO/TMC created PNR (reservations made as a result of a request made in person, or via phone, email, or fax.)</td> </tr> <tr> <td>TR</td> <td>CTO/TMC created PNR (arranged through Transportation Office)</td> </tr> </tbody> </table>	Code	Description	A	Traveler Requested Assistance via DTS (does not apply to reservations that cannot be booked/ticketed in the contractor's chosen GDS but can be in another GDS).	B	Traveler/Government Representative requested assistance via phone, email, fax, or in person resulting in the CTO/TMC's modifying the DTS PNR.	C	Industry Driven (e.g. TSA Secure Flight Data not passed to DTS PNR)	D	COR Initiated (e.g. temporary workarounds due to DTS system problem as specified in the PWS)	E	Government Travel Charge Card Declined (may only be used with RESERVATION TYPE 1(Air) or 2 (Rail))	T	CTO/TMC created PNR (reservations made as a result of a request made in person, or via phone, email, or fax.)	TR	CTO/TMC created PNR (arranged through Transportation Office)
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T	CTO/TMC created PNR (reservations made as a result of a request made in person, or via phone, email, or fax.)																		
TR	CTO/TMC created PNR (arranged through Transportation Office)																		
77	580 to 580	1	<p><b><u>FARE RESTRICTION IDENTIFIER</u></b> Enter code from the table below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All air, rail, and bus segments</li> </ul> <table border="1" data-bbox="509 1339 1385 1499"> <thead> <tr> <th style="background-color: #000080; color: white;">Code</th> <th style="background-color: #000080; color: white;">Description</th> </tr> </thead> <tbody> <tr> <td>R</td> <td>Fully Refundable Fare</td> </tr> <tr> <td>N</td> <td>Non-Refundable Fare</td> </tr> <tr> <td>P</td> <td>Refundable Fare with Penalty</td> </tr> </tbody> </table>	Code	Description	R	Fully Refundable Fare	N	Non-Refundable Fare	P	Refundable Fare with Penalty								
Code	Description																		
R	Fully Refundable Fare																		
N	Non-Refundable Fare																		
P	Refundable Fare with Penalty																		

78	581 to 589	9	<p><b><u>RESTRICTED FARE COMPARISON</u></b> Enter the comparison fare in accordance with the instructions below.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All tickets with restricted airfares (any fare other than fully refundable)</li> <li>• For through fares with multiple segments <ul style="list-style-type: none"> <li>○ Enter total comparison fare inclusive of taxes and fees in the last segment associated with the fare</li> <li>○ Enter 0.00 for preceding segments associated to the fare</li> <li>○ Enter positive numbers for refunds</li> </ul> </li> </ul> <p>In GSA contract city pair markets, the YCA shall be used as the comparison even if the reservation is booked on the non-contract carrier.</p>
79	590 to 598	9	<p><b><u>REFUND AND / OR EXCHANGE WITH PENALTY</u></b> Enter the total dollar amount of penalty for this ticket</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All refunded and/or exchanged tickets with a restricted airfare (any fare other than fully refundable)</li> <li>• Enter penalty in the last segment of the ticket</li> </ul>
80	599 to 602	4	<p><b><u>COUNT OF BUS PASSENGERS</u></b> Enter 1 for individual bus passengers. For charters, enter the total number of bus passengers.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNRs with bus reservations</li> <li>• All bus segments</li> <li>• If field 4, <b><u>MODE OF TRAVEL</u></b> = B</li> </ul>
81	603 to 609	7	<p><b><u>BUS CHARGE</u></b> Enter the total cost of the bus trip. If this is a movement with multiple passengers, enter the total for all passengers' travel.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's with lodging reservations</li> <li>• All bus segments</li> </ul>
82	610 to 618	9	<p><b><u>PNR CREATION DATE</u></b> Enter the date on which this PNR was created.</p> <p><b>Data Capture Requirements:</b></p> <ul style="list-style-type: none"> <li>• All PNR's</li> </ul>

**APPENDICES**

**Appendix A – DK List**

CTO Name				
Contract Number				
DK	TRAVELER_TYPE	ACTIVITY	PRIME_IND	DESCRIPTION
ABCD123	O	DTA 99	Y	Camp Swampy Official CBA
Enter DK (AKA Customer Number)	O = Official U = LICWO / Leisure C = Contractor		If the DK is reserved for subcontractor use, enter N for NO. Else, enter Y for YES.	Descriptive name of DK

**Appendix B – CTO Site Listing**

The CTO Site Location List is a single spreadsheet.

The actual spreadsheet to be provided to the DTMO will consist of 17 fields, columns A through Q.

CTO SITE LOCATION LIST - COLUMNS A - C		
A	B	C
<b>CTO Name:</b> <b>Contract Number:</b> <b>Contract Name:</b> <b>CTO Contract POC Name:</b> <b>CTO Contract POC Phone:</b> <b>CTO Contract POC Email:</b>		
<b>Site Code</b>	<b>CTO</b>	<b>Sub-Contractor</b>
99999	Big Travel	Bob's Travel
Leave Blank, assigned by DTMO	Name of Primary Contract holder	If location is operated by a subcontractor, name of subcontractor

CTO SITE LOCATION LIST - COLUMNS D - F		
D	E	F
<b>Staffed Site?</b>	<b>GDS</b>	<b>PCC</b>
Yes	Sabre	9999
If site is manned by CTO personnel enter "Yes". If not, enter "No"		

CTO SITE LOCATION LIST - COLUMNS G - I		
G	H	I
<b>IATA</b>	<b>Main Office Location</b>	<b>Site Name</b>
99999999	77777777	Camp Swampy
IATA from which tickets will be issued	If this is an unstaffed office, enter the IATA of the staffed office this location falls under	

CTO SITE LOCATION LIST - COLUMNS J - L		
J	K	L
Address 1	Address 2	City
123 1st Street	Suite 1555930	Swampville

CTO SITE LOCATION LIST - COLUMNS M - O		
M	N	O
State	Country	Postal Code
VA	USA	20165

CTO SITE LOCATION LIST - COLUMNS P - Q	
P	Q
Site Business Hours Phone	Site After Hours Phone
703-444-4444	703-444-4444

**Appendix C – Exchange Ticket Scenarios for Contractor Monthly Data File Reporting**

Exchange transactions shall be reported in two parts:

- Part One - Report exchange of original ticket for new ticket
- Part Two - Report sale of new ticket.

All parts of the exchange transaction shall be populated with the full value of the segments; do not report the difference between the two tickets (the add/collect or refund amount).

**Appendix C.1 – Example of Even Exchange Reporting**

To conserve space, this example uses only 3 digits of the ticket numbers. The CTO shall report the full 13 digit ticket numbers.

Ticket ABC is issued at \$250.00

Passenger changes departure date; ticket ABC is exchanged for ticket XYZ with new travel date. The new ticket is also valued at \$250.00.

<b>ACTION</b>	<b>TRANS-ACTION COST</b>	<b>TICKET NUMBER</b>	<b>SEG. SEQ. DESIGNATOR</b>	<b>CTO TICKET TRANS. TYPE</b>	<b>TICKET DATE</b>	<b>EXCHANGE DATE</b>	<b>EXCHANGE NUMBER</b>
Ticket ABC is issued	250.00	ABC	A	N	15MAR2015		
Ticket ABC is exchanged for ticket XYZ	250.00	ABC	A	E	15MAR2015	20APR2015	XYZ
Ticket XYZ is issued	250.00	XYZ	A	N	20APR2015		ABC

**Appendix C.2 – Example of Exchange with Add Collect Reporting**

To conserve space, this example uses only 3 digits of the ticket numbers. The CTO shall report the full 13 digit ticket numbers.

Sale of ticket ABC with one coupon valued at \$250.00

Exchange of ticket ABC for ticket XYZ with two coupons valued at \$175.00 each

<b>ACTION</b>	<b>TRANS-ACTION COST</b>	<b>TICKET NUMBER</b>	<b>SEG. SEQ. DESIGNATOR</b>	<b>CTO TICKET TRANS. TYPE</b>	<b>TICKET DATE</b>	<b>EXCHANGE DATE</b>	<b>EXCHANGE NUMBER</b>
Ticket ABC is issued	250.00	ABC	A	N	15MAR2015		
Ticket ABC is exchanged for ticket XYZ	250.00	ABC	A	E	15MAR2015	20APR2015	XYZ
Ticket XYZ is issued	175.00	XYZ	A	N	20APR2015		ABC
	175.00	XYZ	B	N	20APR2015		ABC

**Appendix C.3 – Example of Exchange with Refund Reporting**

To conserve space, this example uses only 3 digits of the ticket numbers. The CTO shall report the full 13 digit ticket numbers.

Ticket ABC is issued with two coupons with a value of \$250.00

Ticket ABC is subsequently exchanged for ticket XYZ, which has a value of \$175.00

<b>ACTION</b>	<b>TRANS-ACTION COST</b>	<b>TICKET NUMBER</b>	<b>SEG. SEQ. DESIG-NATOR</b>	<b>CTO TICKET TRANS. TYPE</b>	<b>TICKET DATE</b>	<b>EXCHANGE DATE</b>	<b>EXCHANGE NUMBER</b>
Ticket ABC is issued	0.00	ABC	A	N	15MAR2015		
	250.00	ABC	B	N	15MAR2015		
Ticket ABC is exchanged for ticket XYZ	0.00	ABC	A	E	15MAR2015	20APR2015	XYZ
	250.00	ABC	B	E	15MAR2015	20APR2015	XYZ
Ticket XYZ is issued	175.00	XYZ	A	N	20APR2015		ABC

**Appendix C.4 – Example of Partial Exchange Reporting**

To conserve space, this example uses only 3 digits of the ticket numbers. The CTO shall report the full 13 digit ticket numbers.

Ticket ABC is a round trip ticket with two coupons, valued at \$250.00

Passenger travels on first coupon, and exchanges second coupon for ticket XYZ which is valued at \$175.00.

<b>ACTION</b>	<b>TRANS-ACTION COST</b>	<b>TICKET NUMBER</b>	<b>SEG. SEQ. DESIG-NATOR</b>	<b>CTO TICKET TRANS. TYPE</b>	<b>TICKET DATE</b>	<b>EXCHANGE DATE</b>	<b>EXCHANGE NUMBER</b>
Ticket ABC is issued	250.00	ABC	A	N	15MAR2015		
	250.00	ABC	B	N	15MAR2015		
Ticket ABC segment B is exchanged for ticket XYZ	250.00	ABC	B	E	15MAR2015	20APR2015	XYZ
Ticket XYZ is issued	175.00	XYZ	A	N	20APR2015		ABC

**Appendix C.5 – Example of Even Exchange with Penalty**

To conserve space, this example uses only 3 digits of the ticket numbers. The CTO shall report the full 13 digit ticket numbers.

Ticket ABC is issued at \$250.00

Passenger changes departure date; ticket ABC is exchanged for ticket XYZ with new travel date. The new ticket is also valued at \$250.00.

A refund/exchange penalty of 75.00 is charged

ACTION	TRANS-ACTION COST	REF / EXCH PENALTY	TICKET NUM	SEG. SEQ. DESIGNATOR	CTO TICKET TRANS. TYPE	TICKET DATE	EXCHANGE DATE	EXCHANGE NUMBER
Ticket ABC is issued	250.00		ABC	A	N	15MAR2015		
Ticket ABC is exchanged for ticket XYZ	175.00	75.00	ABC	A	E	15MAR2015	20APR2015	XYZ
Ticket XYZ is issued	250.00		XYZ	A	N	20APR2015		ABC

## Appendix D – CTO Error Report Examples

- **Sample is notional;** not all validated fields are represented
- Formatting, such as highlighting and font, is for illustrative purposes only. The actual report will not have this formatting.
- Column (A) will contain an “A” or a “B”
  - A = data as originally sent by the CTO. The CTO shall enter corrections by overwriting (typing over) the bad data on row A.
  - B = specifies the DQ issue(s) with the record. The B row is informational only; no action is required from the CTO for the B rows.
- Column (B) is an internal DTMO reference
- Column (C) is the record number (row number) of the record on the CTO’s Monthly file
- Column (D) is the total number of errors found on the record
- The contractor shall not modify the first four columns of the report
- The remaining columns are the individual fields that were validated
- If the field passed validation, the cell in row B will be blank
- When there is a validation error, the comment will start with a number (internal to DTMO) followed by a brief description of the error.

To navigate to individual errors on a single row, move your cursor to the letter “B” in column A, hold the control key, and press the left or right arrow keys to move to the next populated cell in that row.

### EXAMPLE - ORIGINAL ERROR REPORT SENT TO CONTRACTOR

(A)	(B) SEG SEQ	(C) RECORD NUMBER	(D) ERROR COUNT	(E) PREPARING OFFICE	(F) TICKET NUMBER	(G) DOD COMPONENT
A	3344556	423			32#1	A
B		423	2	147 - MISSING PREPARING OFFICE	139 - TICKET NUMBER contains a special character	
A	3344667	550		17562790	0061123456789	G
B		550	1			102 - DOD COMPONENT is invalid
A	3345778	2151		17562790		A
B		2151	1		134 - TICKET NUMBER is missing	

**EXAMPLE - CORRECTIONS FILE RETURNED BY CONTRACTOR.  
CORRECTIONS ARE ENTERED IN *BOLD ITALICS***

(A)	(B) SEG SEQ	(C) RECORD NUMBER	(D) ERROR COUNT	(E) PREPARING OFFICE	(F) TICKET NUMBER	(G) DOD COMPONENT
A	3344556	423		<b><i>17562790</i></b>	<b><i>222222222222</i></b>	A
B		423	2	147 - MISSING PREPARING OFFICE	139 - TICKET NUMBER contains a special character	
A	3344667	550		17562790	0061123456789	G
B		550	1			102 - DOD COMPONENT is invalid
A	3345778	2151		17562790	<b><i>0065689123456</i></b>	<b><i>A</i></b>
B		2151	1		134 - TICKET NUMBER is missing	

**EXAMPLE - NEW ERROR REPORT SENT TO CONTRACTOR**

(A)	(B) SEG SEQ	(C) RECORD NUMBER	(D) ERROR COUNT	(E) PREPARING OFFICE	(F) TICKET NUMBER	(G) DOD COMPONENT
A	3344556	423		<b><i>17562790</i></b>	<b><i>222222222222</i></b>	A
B		423	2	147 - MISSING PREPARING OFFICE	136 - TICKET NUMBER contains a special character	