



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

4800 Mark Center Drive  
Suite 04J25-01  
Alexandria, Virginia 22350-9000  
[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/tgh

27 February 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 009-13(E)/CAP 008-13(E) – Restricted  
Airfares Checklist

1. **SYNOPSIS:** Includes a checklist in JFTR/JTR APP H, documenting the decision process used by the Approving Official (AO) when determining if use of a restricted airfare (vice selecting the POLICY CONSTRUCTED AIRFARE (city pair or other)) rate may be advantageous to the GOV'T.
2. These changes are scheduled to appear in JFTR change 316, and JTR Change 570 dated 1 April 2013.
3. Revisions in this information item are *effective 27 February 2013*.

*//Approved//*

**W. B. TIRRELL, SR.**

Chief, Policy and Regulations Branch

Attachment:

Rev 1

**Uniformed E-Mail Distribution:**

MAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

**Civilian E-Mail Distribution:**

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## JFTR REVISIONS

### U3500:

A. Cost Efficiency. Common carrier air transportation is ordinarily the most cost efficient and expeditious way to travel for travel of over 400 miles one way from the PDS.

\*1. Restricted Airfare. Contract city pair airfares (and other airfares limited to official GOV'T business) provide savings to the GOV'T. However, there are circumstances when a restricted airfare available to the general public should be authorized when any risk of trip cancellation or itinerary changes are outweighed by the cost savings (APP P1, par. A6c). The AO must use the [APP H3C decision support tool](#) to assist in determining if a restricted airfare may be advantageous to the GOV'T. Also consider that 'underutilization' of city pair airfares may cause airlines not to rebid the city pair airfares the following year (e.g., the airlines may no longer offer city pair fares for underutilized routes) resulting in significant long term transportation cost increases to the GOV'T.

2. \*\*\*\*\*

B-G \*\*\*\*\*

H. Decision Support Tools.

1. Business Class. See APP H3B.
2. First Class. See APP H2C.
3. Restricted Airfare. See APP H3C.

I. \*\*\*\*\*

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## JFTR/JTR REVISIONS

### APP H3C (New):

<b>Restricted Fares Checklist for AOs</b> (See JFTR, par. U3500-A1/JTR, par. C3500-A1)			
Existing DoD travel policy allows for the use of restricted airfares that are available to the general public. The AO must complete the below checklist to determine the feasibility of a traveler using a restricted airfare.			
<b>Prior to booking your travel arrangement(s), please review the following questions.</b>			
No.	Item	Yes	No
1.	Is the traveler's departure date more than 7 days from ticket purchase?		
2.	Is the travel firm (i.e., not subject to date, time and/ or destination(s) change)?		
3.	Is the traveler's mission to a single location?		
4.	Is the traveler able to obtain an approved travel authorization to purchase a restricted ticket within the allotted advanced purchase time limit?  Ø Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline. Refer to the airlines website for advance purchase requirements.		
5.	Is the cost of the restricted airfare less than the least expensive unrestricted economy/coach airfare (by \$150 or more on a U.S. domestic flight or \$250 on an International flight since these amounts are the change/cancellation fee charges)?  <b>Example:</b> \$425 Round Trip Unrestricted Fare; Nonrefundable fare is \$200. Question is whether AO should approve restricted fare of \$200, knowing a change fee is \$150. Answer is yes since \$200 + \$150 = \$350 which is still less than \$425. Ø For city pair routes, to achieve cost savings, travelers must consider the lowest available unrestricted economy/coach airfare (i.e., YCA or -CA, if offered).		
<i>If the AO answered "NO" to any question, the traveler is not a good candidate for a restricted airfare.</i>			
<b>If the traveler met the above criteria, he/she is ready to book a restricted airfare reservation.</b>			
<i><b>NOTE:</b> Most restricted airfares carry rules and penalties for changes and cancellations after ticketing, which could result in additional costs. Refer to the airline's website for specifics. Restricted airfares, like any other airfare for official GOVT travel, must be purchased through the CTO (and not through an on-line booking service) if the CTO can make the purchase. If no GOVT CTO or 'in house' service is available, JFTR/JTR U/C3045-E applies. If the CTO cannot book the restricted airfare suggested by the traveler, it must be noted in DTS or otherwise documented if travel arrangements are not secured via a CTO or DTS. If a restricted airfare is approved by the AO, the funding Command, and not the traveler, accepts total financial responsibility for the restricted airline ticket should the trip be changed or cancelled for any official reason.</i>			

**Approved**

**Disapproved**

\_\_\_\_\_  
Approving Official's Name

\_\_\_\_\_  
Approving Official's Signature

\_\_\_\_\_  
Date

See the [DTMO website](#) for an electronic version of this document.