



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE  
A DIVISION OF THE DEFENSE TRAVEL MANAGEMENT OFFICE (DTMO)**

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PDTATAC/dlw

24 November 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 105-09(E)/CAP 87-09(E) – Economy Class Upgrade Programs

1. SYNOPSIS: Provides clarification of upgrades within economy/coach class seating for Uniformed Members and DoD Civilian Employees. Information contained herein is based on FTR amendment 2009-06, containing changes recommended in the September 2007 Government Accountability Office (GAO) report on Premium Class Travel. Under these airline programs, a passenger may obtain a more desirable seat choice within the coach-class cabin for a fee or as a frequent flyer perk. The use of these upgraded/preferred coach seating options is generally a traveler's personal choice and therefore is at the traveler's personal expense. An Agency's authorization/approving official (AO) may authorize and reimburse the additional seat choice fee, according to the internal agency policy.
2. These changes are scheduled to appear in JFTR change number 278, and JTR change number 532, dated 1 February 2010.
3. This determination is *effective on 1 December 2009*.

*//Approved//*

**DANE SWENSON**

Director, Strategic Planning and Policy Division

Attachment:

Rev 2

**Uniformed E-Mail Distribution:**

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

**Civilian E-Mail Distribution:**

CAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

## JFTR REVISIONS

### U3100-A:

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7. Accommodations. Common carrier accommodations, applicable to all official travel, are addressed specifically in pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation). See par. U2000-A2c for medical reasons/justification for premium-class accommodations. A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.

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### U3125:

A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***Official transportation arrangement through an available CTO is mandatory.*** See par. U3110 for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T or GOV'T-procured transportation under this Part. ***NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

#### B. Service Class

1. General. GOV'T policy is that:

a. Each member and/or dependent must be provided economy/coach-class airline accommodations for all official business travel (including PCS, TDY, COT leave, emergency leave, any R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. U2000-A2a) and substantiated to justify premium-class transportation.

b. Each command, member, and/or dependent should determine travel requirements in sufficient time to reserve and use economy/coach-class accommodations.

c. The AO may authorize/approve the following:

(1) "Economy Plus/Coach Elite/Etc. Seating". The AO must be able to determine that, at the time of travel, the additional cost of 'Economy-plus/etc.' accommodations are/were in the GOV'T's interest and/or necessary because the member and/or dependent is/was limited by a special need that other lesser-cost economy/ coach accommodations cannot/could not be used to meet. ***APP A for SPECIAL NEEDS.***

(a) This style of seating is typically designated by the airline within the economy/coach passenger cabin. The seats typically have additional legroom.

(b) 'Economy-plus/Coach Elite /etc., seating' accommodations include any seating in economy/ coach-class provided to the general public for an additional fee. ***'Economy-plus/Coach Elite/etc., seating' service may vary from airline to airline and use various names but is in the economy/ coach cabin and should not be confused with premium-class travel.*** In addition to any designated 'Economy-plus, etc.' seating areas, aisle, window, exit row, or bulk-head in the economy/coach cabin may also have additional costs depending on the airline and the expenditure of additional GOV'T funds to specifically get a seat assignment in one of these seats must be authorized/approved as being in the GOV'T's interest.

- (2) Advance Seat Assignment: Any advance seat assignment (not the seat ‘type’, but merely getting ANY reserved seat) in an airliner cabin in which the traveler is authorized/approved to travel at GOV’T expense when the airline charges an additional fee for an advance seat assignment to the general public. Having that seat assignment is to the GOV’T’s advantage for official travel or when a member and/or dependent is regarded as having a special need. *APP A for SPECIAL NEEDS*.
- d. A member/dependent who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for ‘Economy-plus/Signature-seating/advance-seat-assignment’ costs on legs of travel to/from personal (as opposed to official) destinations. See par. U2010.
- e. First-class accommodations may be used at GOV’T expense only as permitted in par. U3125-B3.
- f. Business-class accommodations may be used at GOV’T expense only as permitted in par. U3125-B4.
- g. See par. U2000-A2a regarding authorizing premium-class transportation before or after travel.
- h. If an airline flight has only two classes of service (i.e., two ‘cabins’) with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front cabin is business-class. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full-fare economy-class, and only restricted economy airfares are available in the ‘economy’ cabin, the entire aircraft is economy seating. In this second situation, qualifying for premium-class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is ‘economy’.
- i. Less than minimum standards may be authorized as permitted in par. U3100.

## JTR REVISIONS

### C2204-B:

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1. General. GOV'T policy is that:

a. Each traveler and/or dependent must be provided economy/coach-class airline accommodations for all official business travel (including PCS, TDY, RAT leave, emergency leave, EVT, FVT, any R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. C2000-A2) and substantiated to justify premium-class transportation.

b. Each command, traveler, and/or dependent should determine travel requirements in sufficient time to reserve and use economy/coach-class accommodations.

c. The AO may authorize/approve the following:

(1) "Economy Plus/ Coach Elite /Etc. Seating". The AO must be able to determine that, at the time of travel, the additional cost of 'Economy-plus/etc.' accommodations are/were in the GOV'T's interest and/or necessary because the traveler is/was limited by a special need that other lesser-cost economy/coach accommodations cannot/could not be used to meet. ***Par. C7455-H for SPECIAL NEEDS.***

(a) This style of seating is typically designated by the airline within the economy/coach passenger cabin. The seats typically have additional legroom.

(b) 'Economy-plus/Coach Elite etc., seating' accommodations includes any seating in economy/coach-class provided to the general public for an additional fee. ***'Economy-plus/Coach Elite/etc., seating' service may vary from airline to airline and use various names but is in the economy/coach cabin and should not be confused with premium-class travel.*** In addition to any designated 'Economy-plus, etc.' seating areas, aisle, window, exit row, or bulk-head in the economy/coach cabin may also have additional costs depending on the airline and the expenditure of additional GOV'T funds to specifically get a seat assignment in one of these seats must be authorized/approved as being in the GOV'T's interest.

(2) Advance Seat Assignment: Any advance seat assignment (not the seat 'type', but merely getting ANY reserved seat) in an airliner cabin in which the traveler is authorized/approved to travel at GOV'T expense when the airline charges an additional fee for an advance seat assignment to the general public. Having that seat assignment is to the GOV'T's advantage for official travel or when a traveler is regarded as having a special need. ***Par. C7455-H for SPECIAL NEED.***

d. A traveler who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for 'Economy-plus/Signature-seating/advance-seat-assignment' costs on legs of travel to/from personal (as opposed to official) destinations. See par. C1058.

e. First-class airline accommodations may be used at GOV'T expense only as permitted in par. C2204-B3.

f. Business-class accommodations may be used at GOV'T expense only as permitted in par. C2204-B4.

g. See par. C2000-A2 regarding authorizing premium-class transportation before or after travel.

h. If an airline flight has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business-class by the airline and the

tickets are fare-coded as business-class, then the front cabin is business-class. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full-fare economy-class, and only restricted economy airfares are available in the 'economy' cabin, the entire aircraft is economy seating. In this second situation, qualifying for premium-class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is 'economy'.

- i. Less than minimum standards may be authorized as permitted in par. C2200.

## JFTR/JTR REVISIONS

### Appendix O revised:

#### T4020-B:

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4. It is **mandatory** that the traveler makes the official travel and transportation arrangements through the CTO/TMC. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO/TMC should the CTO/TMC not be used. A traveler:

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b. Must use economy/coach-class for all official travel, unless premium-class accommodations are authorized prior to travel or approved after travel at the appropriate level listed in JFTR, pars. U3125-B2a, U3125-B2b or JTR, pars. C2204-C2a and C2204-C2b.

(1) See JFTR, par. U2000-A2c/JTR, par. C2000-A2c for medical reasons, or

(2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized/approved because the mission timing is “so urgent it cannot be postponed,” premium-class travel should only be authorized to the TDY site. Economy/coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. *See JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-B2a and C2204-B2b.*

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