



United States Department of the Interior

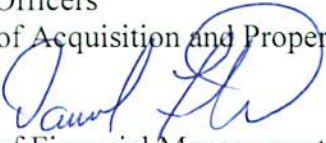
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



FEB 20 2008

FINANCIAL ADMINISTRATION MEMORANDUM NO. 2008-003 (II.G.1)

To: Bureau Assistant Directors, Administration
Director, National Business Center
Bureau Finance Officers
Director, Office of Acquisition and Property Management

From: Daniel Fletcher 
Director, Office of Financial Management

Subject: First Class and Business Class Travel-Addendum

The Department of the Interior, Office of Financial Management recently issued Financial Administrative Memorandum (FAM) 2007-019 emphasizing that premium class travel should be only taken as a last resort. This policy demonstrates that we are prudent travelers when performing official travel and this addendum is issued to clarify definitions and circumstances surrounding that goal. Offices should only consider First Class or Business Class Travel under truly exceptional circumstances.

[FAM 2007-019](#) identifies the correct delegation chain when requesting First class travel or Business Class accommodations. This addendum addresses additional requirements when considering premium class travel.

- First Class Travel accommodations can only be approved by the Assistant Secretary – Policy, Management and Budget per 205 DM 15. Please use the routing chain described in FAM 2007-019. Business Class Travel at the Bureau Level should be delegated at the Assistant/Associate Director of Administration level.
- Business Class Travel accommodations for Departmental Offices must be approved by the Assistant Secretary – Policy, Management and Budget.
- If First Class Travel accommodations are being requested based on a justifiable reason under Federal Travel Regulation 301-10.123 or Business Class is being requested based on a justifiable reason under Federal Travel Regulation FTR 301-10.124, the detailed justification for use of Premium Class Travel must be submitted with a Trip-by-Trip (TDT) Authorization to the appropriate approving authority described. Use of Premium Class Travel is not permitted in conjunction with Annual Temporary Duty Limited (TDL) or Temporary Duty Unlimited (TDU) authorization types.
- If space is not available for coach class accommodations, on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent that it cannot be postponed; an explanation is required as to why the matter is so urgent that it cannot be postponed and how a delay of the trip would endanger the mission. The explanation

- should describe when the travel requirement became known and when travel was scheduled, including reasons for any failure to make advance travel arrangements.
- Premium class travel for either temporary duty or permanent change of station travel will not be authorized when the employee is not required to report to duty the following day.
 - Rest Stops:
 - When travel is direct between duty points which are separated by several time zones and at least one duty point is outside CONUS, a rest period not in excess of 24 hours may be authorized or approved when air travel between the duty points is by less-than-premium-class accommodations and the scheduled flight time (including stopovers of less than 8 hours) exceeds 14 hours by a direct or usually traveled route. The rest stop may be authorized at any intermediate point, including points within CONUS, provided the point is midway in the journey or as near to midway as requirements for use of U.S. flag air carriers and carrier scheduling permit.
 - A rest stop shall not be authorized when an employee, for personal convenience, elects to travel by an indirect route resulting in excess travel time. The per diem rate for the rest stop shall be the rate applicable for the rest stop location.
 - When carrier schedules or the requirements for use of U.S. flag air carriers preclude an intermediate rest stop, or a rest stop is not authorized, it is recommended that the employee be scheduled to arrive at the temporary duty point with sufficient time to allow a reasonable rest period before reporting for duty in lieu of authorizing premium class accommodations.
 - If the Premium Class travel is being requested based on a medical necessity, the employee must provide current medical documentation from their medical provider supporting the request for business class accommodations. This certification must document the employee is so handicapped or otherwise physically impaired that other accommodations cannot be used; and such documentation must be updated annually, unless the physical impairment is a lifelong impairment.

Business class and First class tickets can not be booked through the online booking engine, and the Travel Management Center will not issue any premium class tickets without the above-described documentation. Employees may upgrade to business class or first class at their own personal expense, through redemption of frequent flyer benefits, with no additional approval required.

For more information, please review the recent GAO Audit [GAO-07-1268](#) on Premium Class Travel. Please direct any questions you may have on this subject to Jackie Lynch, Jacqueline_Lynch@ios.doi.gov or 703-648-7680.

Prior Financial Administration Memoranda on this subject:

[FAM 2001-003 \(II.G.1\) dated 1/24/01 \(active\)](#)

[FAM 2007-019 \(II.G.1\) dated 11/27/07 \(active\)](#)