

**ADS Supplementary Reference: 522**  
**File Name: 52258s1 DR-CD 12**

**A copy of this memorandum must be attached to the Travel Authorization requesting Business Class travel**

**MEMORANDUM**

TO: (Bureau/Office Approving Official)

FROM: (Traveler's Name/Office)

**Subject: Justification for Use of Business Class Travel**

Business-class travel is requested based on the following criteria checked below:

\_\_\_ No space available in coach class, and trip cannot be scheduled in time to accomplish purpose of travel, which is so urgent that travel cannot be postponed.

\_\_\_ Physical condition of traveler requires the use of premium-class travel service. (Attach physician's statement)

\_\_\_ Accommodations are required for security purpose(s) or exceptional circumstances.

\_\_\_ Travel by less-than premium class on foreign carrier does not provide adequate sanitation, and use of foreign flag air carrier service is approved in accordance with the Fly America Act.

\_\_\_ Use of premium-class accommodations would result in an overall cost savings to the government, due to unavailability of economy-class accommodations.

\_\_\_ Scheduled flight is in excess of 14 hours, and a rest stop cannot be taken because of urgency of the mission. (Travel should be urgent because of the nature of the task--not because the employee is delayed for personal reasons.) (A rest stop is a stop-over point, during travel, of up to 24 hours or more, midway in the journey, or as near to it, as the schedule permits. See 6FAM 133.4)

\_\_\_ Acceptance of payment from a non-Federal Source. (The Office/Bureau must initially fund the employee's travel and any funds received from an outside source will be deposited as a reimbursement to the Operating Expense appropriation.)

\_\_\_ Use of frequent flyer traveler benefits (Attach copy of coupon).

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Signature of Approving Official

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