

Individual Trip Authorization (Non-Medical)
Authorization For Use of First-Class or
Premium-Class Other Than First-Class (PCotFC)
Travel Accommodations

This form is to be completed and maintained in your IC travel files for each individual Travel Authorization reflective of premium class common carrier accommodations.

PLEASE CHECK the requested accommodation

First Class **Premium Class Other Than First Class (PCotFC)**

Employee's name		Institute/Center (IC) or Organization
Title		Grade
Trip start date	Trip origin	Trip destination
Purpose of trip		Carrier (<i>if foreign</i>)
Cost comparison—		
First-Class or PCotFC Fare:	Coach Fare:	Additional Cost:
Signature of employee		Return to (<i>building and room</i>)
Authorized by	Title	Date

JUSTIFICATION. Check appropriate box(es) and provide brief explanation below:

1. Regularly scheduled flights between the authorized origin and destination points provide only First-Class or PCotFC accommodations.
2. No space is available in coach-class in time to accomplish the mission which is urgent and cannot be postponed. (Only PCotFC may be authorized.) Please explain the urgency of the trip below.
3. Security Reasons.
4. Inadequate Sanitation. (Only PCotFC may be authorized.)
5. Overall Cost Savings. (Only PCotFC may be authorized.) **NOTE:** The HHS Chapter 6 Cost Analysis Form must be completed and is to accompany this Appendix form. This requirement includes international and domestic trips.
6. Acceptance of Payment From a Nonfederal Source—You must first meet and check one of the Boxes in 1-4 above, or Box 7 below. Then check Box No. 6. **NOTE:** The nonfederal source must make full payment in advance of the travel, i.e., In Kind ticket; or check to the IC prior to the trip start date.
7. Travel in Excess of 14 Hours. (Only PCotFC may be authorized.) **NOTE:** Scheduled actual flight time, not including domestic layover time, is in excess of 14 hours and a rest stop cannot be taken because of the urgency of the mission (“urgency” refers to the agency assignment, not personal reasons). Please explain the urgency of the trip below.
8. Agency Mission.

Continues on next page.

EXPLANATION: