

**Functional Series 500
Management Services**

INTERIM UPDATE 04-06

SUBJECT: Agency Policy on Use of Premium Class Air Travel

NEW MATERIAL: This policy notice reminds USAID employees that the Federal Travel Regulation (FTR), 41 C.F.R. Part 301-10.124 requires that employees who use commercial air carriers for domestic and international travel on official business use coach-class airline accommodations. The attached "Agency Policy on Premium Class Air Travel" is consistent with the FTR and sets forth the justification and approval requirements for use of the exceptions. Effective immediately, this policy supersedes ADS 522.5.8 and all other Agency and mission policies or practices concerning premium class air travel.

EFFECTIVE DATE: 05/28/2004

ATTACHMENT: [Agency Policy on Use of Premium Class Air Travel](#)

This message was released 05/28/2004, as an Executive Message. This Notice is being posted to the intranet for record purposes.

ADMINISTRATOR

USAID/General Notice
A/AID
05/28/2004

EXECUTIVE MESSAGE

SUBJECT: Agency Policy on Use of Premium Class Air Travel

The Federal Travel Regulation (FTR), 41 C.F.R. Part 301-10.124 requires that employees who use commercial air carriers for domestic and international travel on official business use coach-class airline accommodations.

The FTR provides certain limited exceptions to the above rule when specifically authorized by the Agency. The FTR provisions apply to temporary duty (TDY), reassignment, and all other travel funded by the Agency. Although the exceptions are available in appropriate circumstances, the general Government policy is to limit authorization and payment of transportation expenses to those expenses that result in the greatest advantage to the Government and to ensure that travel is by the most expeditious means practicable.

The attached "Agency Policy on Premium Class Air Travel" is consistent with the FTR and sets forth the justification and approval requirements for use of the exceptions. Effective immediately, this policy supersedes ADS 522.5.8 and all other Agency and mission policies or practices concerning premium class air travel. I expect all those who approve premium class air travel to apply the exceptions fairly and consistently, recognizing that premium class travel is not an entitlement or benefit of employment.

I truly appreciate the work this Agency's employees are doing both in the U.S. and overseas, and I understand the discomfort and personal disruption caused by international travel. However, I do want to re-emphasize that any premium class travel authorized be based on the particular circumstances of each case, consistent with the attached guidance. We want to continue to adhere to high Government standards.

Andrew S. Natsios

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File name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
lu5_0406_060104_CD36	05/28/2004	05/28/2004	N/A	CD 36	This IU will remain active until ADS 522 is revised.