



# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240



FINANCIAL MANAGEMENT MEMORANDA 2010-021 (Vol.X.A.d)

To: Bureau Assistant Directors for Administration  
Bureau Chief Financial Officers

From: Donald Geiger *for: Stephen O. Mattingly*  
Acting Director, Office of Financial Management

NOV - 9 2010

Subject: Premium (Business) Class Travel Reporting

The General Services Administration will require Executive Agencies to report Premium Class travel that has been paid for by the Federal Government (beginning in Fiscal Year 2011). Currently, Premium Class Travel Accommodations that are less than First Class are approved and documented at the bureau and office level. Therefore, collection and validation of Premium Class Travel information must be done at the bureau level.

Effective October 1, 2010, bureau travel program leads will be required to track and validate all approved Premium Class Travel. This includes Premium Class rail and ship travel. Reports will be provided to each bureau travel lead from the Agency TMC SATO to facilitate this process. Each report must be reviewed, validated and then returned to the Office of Financial Management by the report due date.

Premium Class Travel Accommodations that have not been pre-approved must be researched for the reason why approval was not obtained. If Premium Class Travel Accommodations was purchased at government expense without prior approval then the traveler may be held responsible for the excess cost of the accommodation.

Attached is an example of the GSA Premium Class Travel Report and a base form for capturing the reportable information and approving the request.

CC:  
Financial Statement Guidance Team  
Finance Officers Partnership

Additional FMMs on the Subject: FMM 2009-057

**Request for Approval of First Class and Premium (Business) Class Travel**

First Class Travel Accommodations for Air, Rail, or Ship must be approved by Interior's Assistant Secretary of Policy Management and Budget. Requests for First Class Travel approval must be submitted well in advance of the expected travel dates to facilitate the review and approval process. The requests for First Class Travel Approval must also be submitted with a memorandum detailing the need for this type of accommodation.

Premium Class or Business Travel Accommodations for Air, Rail, or Ship must be approved by the Bureau Head or their delegate. Requests for Premium Class Travel must be submitted well in advance of the expected travel dates, to facilitate the review and approval process.

Detailed justification along with supporting documentation must be attached to this request otherwise approval will be denied.

**Reason for request of First Class Air Travel Accommodations**

Please check the applicable justification:

- Accommodate medical disability or other special need
- Exceptional security circumstances exist
- Required to meet agency mission

**Reason for request of Premium Class Air Travel Accommodations**

Please check the applicable justification:

- Accommodate a medical disability or other special need
- Exceptional security circumstances exist
- Coach-class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards
- Coach-class accommodations are provided for regularly scheduled flights between origin and destination points
- Transportation costs are paid in full through agency acceptance of payment from a non-Federal source
- Origin and/or destination are/is OCONUS and the scheduled flight time (including stopovers and change of planes) exceeds 14 hours
- An overall cost savings to the Government will be achieved by avoiding additional subsistence costs, overtime, or lost productive time
- No space is available in coach-class accommodations in time to accomplish mission, which is urgent and cannot be postponed
- Required to meet agency mission

