

**PART 301-53 USING PROMOTIONAL MATERIALS AND FREQUENT
TRAVELER PROGRAMS**

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301-53.3(a) Under what circumstances may I use frequent traveler benefits to upgrade to premium class accommodations for official travel?

301-53.3(b) Is there any special delegation and/or approval required when I use frequent traveler benefits earned on official travel to upgrade to premium class accommodations for official travel?

301-53.7 May I be reimbursed an upgrade fee charged by the airlines when approved to upgrade for official reasons?

301-53.3(a) Under what circumstances may I use frequent traveler benefits to upgrade to premium class accommodations for official travel?

You may use frequent traveler benefits to upgrade to premium class accommodations for official travel anytime.

301-53.3(b) Is there any special delegation and/or approval required when I use frequent traveler benefits earned on official travel to upgrade to premium class accommodations for official travel?

There is no special delegation and/or approval required when you use frequent traveler benefits earned on official travel to upgrade to premium class accommodations for official travel. This includes when you use personal funds for the upgrade. However, **if appropriated funds are used to pay for the upgrade to premium class accommodations**, you must be approved under one of the exceptions listed in the Federal Travel Regulations (FTR), 301-10.123 using the CD-334 Form. See NTR, 301-1.20 for premium class delegations and NTR 301-10 for premium class regulations.

301-53.7 May I be reimbursed an upgrade fee charged by the airlines when approved to upgrade for official reasons?

Yes, you may be reimbursed an upgrade fee charged by an airline as long as you
1) are authorized to upgrade based on an official reason as outlined in FTR Chapter 301-10.123; and
2) provide a cost comparison on the CD-334 which proves that the total cost of airfare using the upgrade fee is less expensive than the total cost of the airfare and charging appropriated funds for the upgrade.

Note: You cannot be reimbursed for the cost of frequent flyer miles.