

‘OTHER THAN ECONOMY/COACH’ TRANSPORTATION APPROVAL CHECKLIST

Although existing policy allows the use of ‘Other Than Economy/Coach Transportation (i.e., Premium Class Travel) in certain circumstances, the Approving Official (AO) must certify that all decision factors and other alternatives were considered prior to recommending approval. The ‘Other Than Economy/Coach’ Transportation Approval Checklist must be used and submitted as part of the approval documentation. It is used to certify that the decision factors and other alternatives were considered in the approval process.

<u>No.</u>	<u>Item</u>	<u>Yes</u>	<u>No</u>
1.	Can the objective be accomplished by correspondence, teleconference, web-based communications or other appropriate means?		
2.	Is the trip for any of the following reasons: Permanent Change of Station (PCS); Renewal Agreement Travel (RAT); Consecutive Overseas Tour (COT); In Place Consecutive Overseas Tour leave (IPCOT); Emergency Visitation Travel (EVT); Family Visitation Travel (FVT); Emergency Leave; Rest & Recuperation (R&R); Funded Environmental and Morale Leave (FEML), or Evacuation? <i>NOTE: ‘Other Than Economy/Coach’ transportation should not be approved for any of these trip types</i>		
3.	Could another traveler accomplish the mission?		
4.	Could a GSA “business class” city pair airfare be used for ‘Other Than Economy/Coach transportation?		
5.	Could lower cost accommodations (i.e., economy-plus/coach elite, bulkhead, two economy seats or lowest business class seating be used as an alternative to ‘Other Than Economy/Coach’ seating/airfares?		
6.	Is the cost for ‘Other Than Economy/Coach’ airfare less than the cost for the least expensive unrestricted economy-/coach-class airfare?		
7.	Have other alternative travel dates and/or times been considered to obtain an economy-/coach-class airfare?		
8.	If flight time is in excess of 14 hours, (including non-overnight airport stopovers and plane changes) could an en route stopover or rest-period at the TDY location before beginning work accomplish travel at a lower cost?		

9.	Has sufficient justification been provided from a competent medical authority, certified in the last six months, that a disability or other special medical need exists and the condition necessitates 'Other Than Economy/Coach' transportation? <i>If the disability is a lifelong condition, then a certification statement is required every two years.</i>		
10.	As the authorizing official, reporting offices (approval authority) must ensure that all trips involving Other Than Economy/-Coach Class airfares have been approved in accordance with all regulations.		
<p>REMARKS (Use this space for additional/beneficial information or comments applied in the decision process.)</p>			

Recommend approval of attached Other Than Economy/Coach Transportation request for:

Traveler Name

Recommending Official's Name

Recommending Official's Title

Recommending Official's Signature

Date