

Official Travel

If the Government pays for your travel, you may only be issued an airline ticket to destinations stated on your orders. Routing is the most direct one using the lowest cost; thus, a request for a specific airline may not be possible. The Transportation Office (TO) determine the authorized routing. *As the Joint Federal Travel Regulation (JFTR) does not authorize travel of family members to TDY sites, nor are funds available, the TO cannot issue a government paid ticket (even when the orders say "concurrent travel" - only for overseas travel).*

A frequently asked question is "What if I take personal travel in conjunction with official government travel?" Per the JFTR, "...use of contract fares is limited to official travel only." If you are taking personal travel in connection with official travel, the contract fares cannot be used for that portion of the trip that is personal. For example, itinerary on travel orders says from Monterey, CA to Atlanta, GA and return: contract fare is \$502 round trip. For leisure, you want to stop in Chicago, IL on this itinerary: Monterey, CA to Chicago, IL to Atlanta, GA and back to Monterey, CA. Since the portion from Monterey to Chicago to Atlanta is for personal reasons, you are not entitled to use the contract fare, only commercial ones.

If you wish to take leave in connection with official travel or wish to take family members, this would be at your expense and you need to arrange this on your own. You may then seek reimbursement for the official portion, not to exceed the lowest government fare

For official travel, contact the TO as far in advance as possible. You can make reservations without orders, *however, if the*

orders are not furnished to the TO at least 3 workdays prior to the travel (fax 831.242.5821) your reservation will automatically be cancelled. Use of rental cars must also be authorized on your orders.

In summary, government paid tickets is only issued in support of official business. If you are taking leave (personal travel) or wish to take family members with you, you need to arrange travel on your own. Claim for reimbursement for the official portion at the lowest government fare.

Customer hours:

Transportation Office - 0830-1245/1400-1600, Monday through Friday (excluding holidays), Bldg 517. Phone - 831.242.5330/5203

Commercial Travel Office (CTO) - 0800-1230/1300-1630, Monday through Friday (excluding holidays). Phone - 1.800.350.4219