



Agency Policy on Use of Premium Class Air Travel

A Mandatory Reference for
ADS Chapter 522

Reference Issuance Date: 11/17/2011
Policy Issuance Date: 05/28/2004
Responsible Office: A/AID
File Name: 522mak_111711

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.

522mak_111711