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This instruction implements Air Force Policy Directive AFPD 24-1, *Personnel Movement*. It provides guidance and procedures for arranging official transportation of Air Force personnel, for issuing and processing travel documents, and for tracking travel costs. Use this instruction with the publications contained in **Attachment 1**. These procedures apply to all Air Force-sponsored official travel and transportation chargeable to appropriated or non-appropriated funds. Major commands (MAJCOM) and field operating agencies (FOA) may supplement this Air Force Instruction (AFI) when AF/A4L gives approval. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 5 U.S.C. Chapter 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); and 10 U.S.C. 136 Under Secretary of Defense for Personnel and Readiness. Privacy Act System of Records Notice A0037-1 MTMC, Defense Travel System, applies. This supplement has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DoDD 5154.29, dated 9 March 1993, as PDTATAC Case 020221.

(AFDW) This publications supplements AFI 24-101, *Passenger Movement,* 19 October 2012. This supplement applies to all Air Force District of Washington sponsored official travel and transportation chargeable to appropriated or non-appropriated funds. This publication does not apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. Deviations from the procedures described herein are prohibited without written approval from the OPR. Refer recommended changes and questions about this publication using the AF Form 847, Recommendation for Change of Publication, through HQ AFDW/A4RT. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

SUMMARY OF CHANGES

This revision incorporates organizational changes at HQ USAF, organizational changes resulting in the creation of the Logistics Readiness Squadron (LRS), updates Premium Class Travel (PCT) approval authorities, updates Military Air (MILAIR) approval authorities that includes changes to the "required users" of MILAIR, removes/updates outdated websites, adds/updates guidance on the PCT Reporting Tool, updates spouse travel and unofficial family member travel policy, updates policy on dependent unaccompanied required travel on Patriot Express missions, updates policy on group travel, updates unused ticket reporting procedures and clarifies policy regarding dual commitment transportation.

(AFDW) This supplement implements new AFDW guidance and supplements current Air Force Traffic Management policy for Centrally Billed Account (CBA) reconciliation procedures.

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Chapter 1

RESPONSIBILITIES

1.1. The Secretary of the Air Force (SECAF).

1.1.1. Establishes Air Force passenger transportation and travel policies.

1.1.2. Authorizes exceptions to air transportation eligibility IAW DoD 4515.13-R, *Air Transportation Eligibility*, Chapter 10, to permit travel of individuals not otherwise eligible, on DoD-owned, -controlled or -contracted aircraft, when movement is primarily of official interest to the Air Force.

1.1.3. Designates the following Air Force PCT approval authorities and reporting officials to meet DoD PCT Policy requirements (**Note:** Self approval of PCT is prohibited):

1.1.3.1. SECAF or the Under Secretary of the Air Force (SAF/US) is the approval authority and reporting official for all "First Class travel";

1.1.3.2. SECAF, SAF/US for Business Class travel of four-star general and civilian equivalents assigned to Headquarters Air Force (HAF);

1.1.3.3. Administrative Assistant to the Secretary of the Air Force (SAF/AA) for Business Class travel for three-star generals and below of personnel assigned to the HAF;

1.1.3.4. Vice Chief of Staff of the Air Force (AF/CV), or SAF/AA in the absence of the AF/CV, for Business Class travel of MAJCOM/CCs;

1.1.3.5. MAJCOM/CC or CV, in the absence of the CC, for Business Class travel of personnel assigned to their MAJCOMs (MAJCOM commanders will submit their own individual business class travel accommodation requests through AF/A4LE to AF/CV for approval consideration);

1.1.3.6. AF/CV and Assistant Vice Chief of Staff of the Air Force (AF/CVA) in the absence of the AF/CV, for Direct Reporting Units (DRUs) and Field Operating Agencies (FOAs); and,

1.1.4. Authorizes the use of Military Aircraft (MILAIR) for permanent change of station (PCS) travel for senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies.

1.1.5. Delegates to CSAF authority to approve MILAIR use for PCS travel of senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies, except for personnel assigned to the Secretariat.

1.1.6. Delegates to CSAF authority to approve MILAIR for senior AF officials.

1.1.6.1. MILAIR approval authority may be further delegated, in writing, but not below the MAJCOM/CV level.

1.1.7. Delegates to SAF/AA authority to approve MILAIR requests for personnel assigned to the Secretariat.

1.1.8. Approves MILAIR requests from SAF/US and SAF/AA.

1.1.9. Delegates to CSAF authority to approve exceptions to air transportation eligibility IAW DoD 4515.13-R, *Air Transportation Eligibility*, Chapter 10.

1.2. The Chief of Staff of the Air Force (CSAF).

1.2.1. Implements Air Force passenger transportation and travel policies approved by SECAF.

1.2.2. Delegates to the Vice Chief of Staff of the Air Force (AF/CV) authority to approve requests for exceptions to air transportation eligibility, IAW DoD 4515.13-R, to permit travel of individuals not otherwise eligible, on DoD -owned, -controlled or -contracted aircraft, when movement is primarily of official interest to the Air Force.

1.2.3. Delegates to AF/CV, except for personnel assigned to the Secretariat, authority to approve MILAIR use for PCS travel of senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies.

1.2.4. Approves MILAIR requests from AF/CV.

1.2.5. Delegates to AF/CV authority to approve MILAIR requests from MAJCOM/CC's (when travel is primarily for AF purposes) and from AF/CVA.

1.2.6. Delegates to AF/CVA authority to approve MILAIR requests from Air Staff, DRUs and FOAs.

1.2.7. Delegates to MAJCOM/CC's authority to approve MILAIR requests from their MAJCOM/CV.

1.2.8. Delegates to MAJCOM/CV's authority to approve MILAIR requests from their MAJCOM staff and subordinate commands.

1.3. The Vice Chief of Staff of the Air Force (AF/CV).

1.3.1. Authorizes exceptions to air transportation eligibility IAW DoD 4515.13-R, Chapter 10, to permit travel of individuals not otherwise eligible, on DoD-owned, -controlled or -contracted aircraft, when movement is primarily of interest to the Air Force.

1.3.2. Authorizes/approves requests for exceptions to transportation policy for spouse travel originating from MAJCOMs, where approval has not been delegated.

1.3.3. Authorizes/approves requests for Business Class travel accommodations for Air Force uniformed service members, Air Force civilian personnel, and dependent family members assigned to DRUs, and FOAs, when the request meets the criteria in the JFTR or JTR. AF/CVA may approve these requests in AF/CV's absence only.

1.3.4. Authorizes/approves requests for Business Class travel accommodations for MAJCOM commanders and the Director of the Air National Guard.

1.3.5. Authorizes the use of MILAIR for PCS travel for senior Air Force officials affected by extremely short notice assignments, late Senate confirmations, or contingencies.

1.3.6. Approves MILAIR requests from MAJCOM/CC's when travel is primarily for AF purposes and from AF/CVA.

1.3.7. Authorizes travel for spouses of MAJCOM Commander's who are <u>not</u> four-star generals.

1.4. Special Air Missions Division, Office of the Assistant Vice Chief of Staff (AF/CVAM)

1.4.1. Special Air Missions (SAM) Branch tasks/schedules Executive Aircraft (EA) in support of our nation's senior leaders, and if required coordinates use of the other Service Combatant Commander (COCOM) assigned EA through the Executive Airlift Scheduling Activity (EASA).

1.4.2. Service Secretary Controlled Aircraft (SSCA) Branch validates MILAIR requests of AF senior leadership; routes requests for approval to AF/CV or SAF/AA as appropriate; tasks/schedules SSCA aircraft to support AF senior leadership.

1.4.3. Operational Support Aircraft (OSA) Branch validates MILAIR requests from OSD, HAF and Secretariat; routes requests for approval to SAF/AA or AF/CVA as appropriate; tasks/schedules DV rotary missions on 1HS aircraft.

1.4.4. Presidential Flight Support (PFS) Branch provides Presidential Advance Agents for world-wide support of Air Force One and other select missions as directed by the Director, White House Military Office (WHMO).

1.5. The Air Force Surgeon General (AF/SG).

1.5.1. Establishes policies and implements procedures for the evacuation of medical patients by air, both in the continental United States (CONUS) and inter-theater outside the continental United States (OCONUS) in coordination with the Director of Transportation, theater and overseas Commands and Headquarters, and Air Mobility Command (AMC), regarding patient movement.

1.5.2. Determines eligibility for and validates aero-medical evacuation of DoD and non-DoD patients.

1.5.3. Establishes medical criteria travelers must meet to qualify for transoceanic medical movement.

1.5.4. Coordinates on First Class travel accommodation requests that are based on medical reasons.

1.5.5. Coordinates on dependent family member requests to certify travel via surface transportation, vice air based on medical reasons.

1.6. The Deputy Chief of Staff for Logistics, Installations and Mission Support (AF/A4/7)

1.6.1. Develops and publishes passenger policy to oversee passenger movement.

1.6.2. Coordinates with other HAF offices and military Services on Air Force/Joint passenger travel matters.

1.6.3. Staffs requests requiring AF/CV approval for exceptions to transportation policy IAW DoD 4515.13-R, Chapter 10, to permit travel of individuals not otherwise eligible or not otherwise delegated on DoD- owned, -controlled or -contracted aircraft.

1.6.4. Staffs requests requiring SECAF approval for First Class travel accommodations for Air Force uniformed service members, Air Force civilian personnel, family members and others not otherwise eligible.

1.6.5. Staffs requests requiring AF/CV approval for Business Class travel accommodations originating at Air Staff, field operating agencies (FOA), direct reporting units (DRU), Code two and three presidential appointees, three- and four-star generals and civilian equivalents, when the request does not meet the criteria in the JFTR or JTR, and for other organizations/agencies where authority is not otherwise delegated.

1.6.6. Staffs requests requiring AF/CV approval for use of MILAIR for PCS travel for senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies.

1.7. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1)

1.7.1. Serves as the office of primary responsibility (OPR) for Air Force uniformed service members and dependent family member entitlements, and implementing directives in JFTR.

1.7.2. Serves as the OPR for Air Force civil service employee and family member entitlements, and implementing directives in JTR.

1.7.3. Serves as program manager for Air Force military personnel for all aspects of uniformed service member and family member transportation and travel entitlements.

1.7.4. Serves as program manager for Air Force civilian personnel for all aspects of civilian employee and family member transportation and travel entitlements.

1.8. Overseas Major Command (MAJCOM) Commanders.

1.8.1. Ensures procedures are established to transport eligible passengers and patients within their commands and theaters.

1.8.2. Authorizes/approves eligible travelers to use a privately owned conveyance(s) (POC) for PCS travel into, within and from their respective commands.

1.8.3. Requests approval for MILAIR requests from COCOM when travel is primarily for COCOM purposes; requests AF/CV approval when travel is primarily for AF purposes

1.9. Major Commands (MAJCOMs) Commanded by 4-star General Officers.

1.9.1. Approves spouse travel requests for personnel within their command IAW this AFI paragraphs **2.8.7.1** through 2.8.7.6. Endorses other spouse and non-spouse family member travel requests in accordance with this AFI paragraph **2.8.8**

1.9.2. Endorses requests (CV in CC's absence) for exceptions to transportation policy IAW DoD 4515.13-R, Chapter 10, and this AFI for travel of individuals not otherwise eligible to AF/CV (provide information copy to AF/A4L) for consideration. **Request must arrive not later than 20 duty days prior to the desired travel date.**

1.9.3. Endorses requests for First Class travel accommodations, staffed through the MAJCOM transportation directorate (or equivalent) to AF/A4L for staffing and SECAF consideration. **Requests must arrive not less than 20 duty days prior to desired travel date.**

1.9.4. Authorizes/approves (CV in CC's absence only) Business Class travel requests for Air Force uniformed service members, Air Force civilian personnel, and dependent family members under their command when the request meets the criteria in the JFTR or JTR.

1.9.5. Endorses requests for the use of MILAIR for PCS travel for senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies, coordinated through the MAJCOM transportation directorate (or equivalent) to AF/A4L for staffing.

1.9.6. Authorizes MILAIR/OSA for official passenger movement exception requests for MAJCOM, Numbered Air Force (NAF), and subordinate wing travelers IAW DoDD 4500.43 and DoDD 4500.56.

1.9.7. Coordinates suggested changes/inquires to CTO contract through the Defense Travel Management Office (DTMO) and provide an informational copy (once approved) to AF/A4LE (Passenger Policy Branch).

1.9.8. Approves MILAIR requests from their MAJCOM/CV.

1.10. MAJCOMs not Commanded by a 4-star General Officer or equivalent (Air Force Reserve Command (AFRC), Air Force Special Operations Command (AFSOC), Air Force Global Strike Command (AFGSC), Air Force District of Washington (AFDW), Air National Guard (ANG), Forward Operating Agency (FOA), Direct Reporting Unit (DRU), and units/agencies not previously identified.)

1.10.1. Ensures (if the unit/agency aligns under a Deputy Chief of Staff on the Air Staff or Secretariat) that the Air Staff/Secretariat 2-letter principal endorses all requests outlined below, prior to AF/A4L staffing. If the unit/agency does not align under a Deputy Chief of Staff on the Air Staff, the commander/director endorses the request and sends it to AF/A4L for staffing.

1.10.2. Endorses request for exceptions to transportation policy IAW DoD 4515.13-R, Chapter 10, and this AFI, coordinated through the MAJCOM Directorate of Logistics (or equivalent) to permit travel of individuals not otherwise eligible or not otherwise delegated to AF/A4L for staffing.

1.10.3. Endorses requests for First Class travel accommodations that meet the criteria in the JFTR or JTR after coordination through the MAJCOM Directorate of Logistics (or equivalent), for forwarding to AF/A4L for staffing.

1.10.4. Endorses requests for Business Class travel accommodations that meets the criteria in the JFTR or JTR after coordination through the MAJCOM Directorate of Logistics (or equivalent) for forwarding to AF/A4L for staffing.

1.10.5. Endorses requests for authorization to use of MILAIR for PCS travel of senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies, after coordination through the MAJCOM Directorate of Logistics (or equivalent) for forwarding to AF/A4L for staffing.

1.10.6. Endorses exception requests for MILAIR/OSA official passenger movement after coordination through the MAJCOM Directorate of Logistics (or equivalent) for forwarding to AF/A4L for staffing. **NOTE:** AFDW/A4R/M is the responsible agency for processing MilAir requests for Air Force Elements.

1.10.7. Coordinates suggested changes/inquires to CTO contract through the Defense Travel Management Office (DTMO) and provide an informational copy (once approved) to AF/A4LE (Passenger Policy Branch).

1.10.8. Approves MILAIR requests from their MAJCOM/CV.

1.11. Headquarters, Air Mobility Command (HQ AMC).

1.11.1. Operates the common-user Passenger Operations Center (POC) system for international air travel on Transportation Working Capital Fund (TWCF) missions.

1.11.2. Establishes policies to secure international travel reservations for Air Force travelers.

1.11.3. Implements policies and procedures to support passenger and patient movement requirements.

1.11.4. Implements policies and procedures for the evacuation of patients by air, both in the CONUS and inter-theater OCONUS.

1.11.5. Establishes policies and procedures to operate commercial gateway aerial ports for DoD-owned, -controlled or -contracted aircraft arrivals and departures.

1.11.6. Establishes policies and procedures for AMC and non-AMC funded small air terminal operations, to ensure excess seats on departing aircraft are offered to eligible space-available (space-A) travelers.

1.11.7. Establishes policies and procedures for maintaining space-A registers and accepting requests from eligible travelers via automated and manual means (fax, e-mail, etc.).

1.11.8. Serves as DoD OPR and submits recommendations to the General Services Administration (GSA) Airline City Pair Program (CPP).

1.11.9. Establishes policies to assist passengers affected by delayed DoD-owned, -controlled or –contracted aircraft.

1.11.10. Coordinates with other military services on passenger policy travel matters affecting passenger movement by air.

1.11.11. Submits requests and supporting facts regarding ineligible passenger movement (hereafter referred to as questionable travel) to appropriate services concerned IAW DoD 4515.13-R, Chapter 1.

1.11.12. Submits requests and supporting facts for the removal of space-A privileges for uniformed service members, DoD civilian personnel, family members and retired members to the military service department concerned.

1.12. Installation Commander (or Designee).

1.12.1. Appoints a member or civilian employee (not a contractor) as Transportation Officer (TO)/Installation Transportation Officer (ITO) to execute DOD deployment and distribution policies and procedures to obtain transportation services and ensures the LGRD has adequate staffing, office space, equipment and customer comfort items.

1.12.2. Provides sufficient space within government facilities, utilities and telephone service for an official (contracted) Commercial Travel Office (CTO) co-located with the passenger reservation function.

1.12.3. Ensures uniformed service members, Air Force civilian personnel and family members receive proper orders for cost-charge travel when travelers report to their base without funds.

1.12.4. Ensures procedures are established at AMC and non-AMC funded small air terminal operations to ensure excess seats on departing aircraft are offered to eligible space-available (space-A) travelers.

1.12.5. Ensures procedures are established, if applicable, for maintaining space-A registers and accepting requests from eligible travelers via automated and manual means (fax, e-mail, etc.). This responsibility may be delegated to the AMC passenger terminal when they are a tenant unit on an installation.

1.12.6. Endorses requests for exceptions to transportation policy to permit travel of individuals not otherwise eligible, for travel on DoD-owned, -controlled or -contracted aircraft, coordinated through LGRD. Requests must be sent to MAJCOM/A4R or equivalent for staffing.

1.12.6. **(AFDW)** Submit requests for exceptions to transportation policy to AFDW/A4R for staffing.

1.12.7. Endorses requests for PCT (both First Class and Business Class travel) originating from wing Air Force uniformed service members or Air Force personnel, coordinated through LGRD. Requests must be sent to MAJCOM/A4R (or equivalent) for staffing.

1.12.7. **(AFDW)** Submit requests for premium-class travel to AFDW/A4R for staffing.

1.12.8. **(Added-AFDW)** Submit requests for authorization to use MILAIR for PCS travel under conditions described in paragraph 1.10.5., to AFDW/A4R for staffing.

1.13. Logistics Readiness Squadron (LRS) Commander (or equivalent).

1.13.1. Ensures operation security (OPSEC) measures are incorporated into passenger movement to make it more difficult for potential adversaries to know the timing and location of transiting forces and equipment.

1.13.2. Ensures transportation personnel seek anti-terrorism and force protection advice from their Force Protection Working Group (FPWG) for particular movements of individuals and equipment.

1.13.3. Implements procedures at AMC and non-AMC funded small air terminal operations for departing aircraft to offer excess seats to eligible space-A travelers.

1.13.4. Implements procedures for maintaining space-A registers and accepting requests from eligible travelers via automated and manual means (fax, e-mail, etc.). This responsibility may be delegated to the AMC passenger terminal units where these units are tenants on the installation.

1.13.5. Provides guidance and instructions for establishing base official CTO.

1.13.6. Coordinates with the Civilian Personnel Office (CPO) and Military Personnel Section (MPS) on areas affecting passenger movement.

1.14. Deployment & Distribution Flight (LGRD) or the equivalent.

1.14.1. Maintains overall responsibility for passenger reservations. Ensures electronic ticketing use is promoted.

1.14.2. Ensures travel arrangements and ticketing are provided to meet mission requirements. Arranges port calls for permanent change of station (PCS), deployment and temporary duty (TDY). Informs travelers of required travel documents.

1.14.3. Follows procedures at AMC and non-AMC funded small air terminal operations for departing aircraft to offer excess seats to eligible space-A travelers.

1.14.4. Follows procedures for maintaining space-A registers and accepting requests from eligible travelers via automated and manual means (fax, e-mail, etc.).

1.14.5. Serves as the functional point of contact (POC) for the CTO and the transportation industry. Assists travelers with lost ticket applications.

1.14.6. Ensures the CTO provides services required under the official travel contract in the capacity of Quality Assurance Evaluators (QAE) as required by the Defense Travel Management Office (DTMO).

1.14.7. Processes passengers at AMC and non-AMC funded small air terminals for air movement. Checks and verifies all travel documentation, including visas and passports IAW DoD 4500.54-G, *DoD Foreign Clearance Guide*. Provides information on ground transportation, quarters and messing. Arranges for emergency services for arriving and departing travelers.

1.14.8. Assists passengers with onward movement through coordination with the AMC Passenger Operations Center when affected by delayed DoD-owned, -controlled or -contracted aircraft.

1.14.9. Processes suggested changes/inquires to CTO contract through MAJCOM A4 Staff (or equivalent). MAJCOM staff will coordinate the request with the Defense Travel Management Office (DTMO) and provide an informational copy (once approved) to AF/A4LE (Passenger Policy Branch). The DTMO website address is: **www.defensetravel.dod.mil**. Along with the suggested changes, requests must contain length of basic contract and renewal options/provisions (e.g., one-year basic contract with eight six-month option periods).

1.14.10. Staffs requests for premium-class (both First Class and Business Class travel accommodations) originating from wing Air Force uniformed service members or Air Force civilian personnel through the chain of command. (Reference paragraphs **2.7.3** and **2.7.4**)

1.14.11. Advises travelers to coordinate approved Business Class upgrade with appropriate airline carrier for using frequent flyer miles or other personal changes to the official travel itinerary not processed by the official CTO.

1.14.12. Arranges for transoceanic ocean-going ship travel when such travel is authorized.

1.14.13. Provides Leave-In-Conjunction with Official Travel (LICWO) comparisons and advises travelers of their options.

1.14.14. Ensures the CTO complies with PCT requirements in accordance with the CTO contract, and that this is a special interest item with regard to quality control checks.

1.15. Civilian Personnel Office (CPO)/Military Personnel Section (MPS).

1.15.1. Coordinates with LRS Commander (or equivalent) on areas affecting passenger movement.

1.15.2. Provides port call requests and orders for all PCS and deploying personnel movements to the LGRD to facilitate appropriate transportation arrangements for travelers.

1.15.3. Instructs travelers to report to the LGRD for their official and LICWO travel arrangements.

1.15.4. Notifies commanders regarding port call information for their Air Force uniformed service members and Air Force civilian personnel (family members, as applicable).

1.15.5. Approves circuitous travel, in coordination with LGRD, when properly requested by the Air Force uniformed service members in PCS status only.

1.15.6. Coordinate and annotates travel orders to authorize Privately Owned Conveyance for PCS travel to, from and within overseas commands.

1.15.7. Provides travelers with information and guidance on JFTR or JTR entitlements.

1.15.8. Implements policies regarding relocation of Air Force uniformed service members, Air Force civilian personnel, and family members.

1.15.9. Ensures travelers are briefed on required entry and transit documents IAW DoD 4500.54-G.

1.16. Orders Issuing and Approving Official.

1.16.1. Issues travel orders to official travelers who move at government expense or by government arrangement.

1.16.2. Ensures special conveyance, accommodations, services and authorizations are in the orders IAW AFI 65-103, *Temporary Duty Orders*.

1.16.3. Directs official travelers to use the Defense Travel System (DTS) (or report to LGRD when the DTS is not available) to arrange their official travel, LICWO, circuitous travel request and other official travel requirements.

1.16.4. Issues orders to Absent Without Leave (AWOL), indigent, or members on leave without funds, to obtain a cost-charge commercial airline ticket.

1.16.5. Authorizes member and/or family members with command medical authority certification to travel via surface transportation, vice air.

1.16.6. Includes the rationale for Business Class air accommodations in the remarks section of the TDY orders. **Note:** PCT must be approved by appropriate authority listed in section 1.1.3. If possible, annotate in the remarks section of the travel orders the approving authority (i.e., "Business Class travel was approved by MAJCOM/CV in the absence of MAJCOM/CC and date" etc..)

1.16.7. Annotates excess accompanied baggage in the traveler's orders, IAW AFI 65-103, *Temporary Duty Orders;* AFI 36-2102, *Base-Level Relocation Procedures;* and JTR, Chapter 3 (for civilian employees) with the following statement " pieces, lbs. excess accompanied baggage".

1.16.7.1. Ensures the traveler knows that they must pay the excess baggage charges directly to the servicing airline at the time of flight check-in and claim reimbursement on the travel voucher. The preferred payment for excess baggage is the government travel card (GTC).

1.16.7.2. Explains to the traveler the option to mail the excess baggage at any U.S. Post Office and file for reimbursement (See DTR 4500.9-R, Part I, Chapter 103-F.1; JFTR, para. U3105; and JTR, para. C3105).

1.16.8. Approves or denies payments to travelers or vehicle rental companies for damage to vehicles incurred while rented to a traveler. Such payments are miscellaneous expenses claims submitted to the FSO for processing in Vendor Pay.

1.17. Air Force Traveler.

1.17.1. Complies with instructions from the CPO/MPS, Authorizing/Order-Issuing Official (AO), LGRD and those outlined on travel orders IAW AFI 65-103, *Temporary Duty Orders*, and AFI 36-2102, as applicable. Provide LGRD travel orders when requested.

1.17.2. Adheres to the Government's policy that CTO services be used to arrange official travel when available. JFTR, par. U2400 and JTR, par. C2400, state it is a mandatory policy that all Uniformed Service travelers and DoD travelers use an available CTO to arrange all official transportation requirements**.** This includes obtaining required transportation documents and enroute travel changes. Counseling from these agencies protects the traveler against potential losses for improper travel arrangements.

1.17.3. Air Force civilian personnel are required to make all travel arrangements according to the JTR, par. C2400 and DTR 4500.9-R and this AFI.

1.17.4. Submits circuitous travel requests in conjunction with PCS IAW AFI 36-2102, in sufficient time, to permit proper staffing.

1.17.5. Safeguards tickets. If lost while in the custody of the traveler, the traveler is responsible for procuring replacement tickets with personal funds. Contacts LGRD if tickets are lost and files a lost ticket application with the airline carrier.

1.17.6. Satisfies all border clearance requirements and obtains necessary travel and entry documents IAW DoD 4500.54-G.

1.17.7. Complies with routings, tickets, accommodations and instructions provided by LGRD. Meets boarding processing times and scheduled transportation departures.

1.17.8. Complies with use of the Government Travel Card (GTC) policies for official travel. See DoD 7000.14R, *Financial Management Regulation,* Volume 9, Chapter 3.

1.17.9. Travelers shall have passports, visas, immunization records and all other required travel documentation in their possession before they begin their travel. See DoD 4500.54-G, DoD 5030.49-R, *Customs Inspection;* AFI 24-401, *Customs Europe*; AFI 24-402, *Customs Pacific*; AFI 24-403, *Customs Southern*; and AFI 24-404, *Customs Domestic*, for further guidance.

1.17.10. Turns in all unused tickets or reports unused electronic tickets to LGRD and obtains a receipt for travel voucher processing.

1.17.11. Complies with guidance concerning gifts and gratuities in accordance with DoD 5500.7-R, *Joint Ethics Regulation*, and the JFTR or JTR.

1.17.12. Coordinates travel arrangements for pets on AMC missions with LGRD (PCS only), and when pet spaces are unavailable on AMC missions, contact a commercial airline carrier for assistance.

1.17.13. Completes and signs all official documents, certificates and statements when requested.

1.17.14. Family members with a medical condition requesting travel by non-air must be validated. A competent medical authority certifies that the traveler is medically unable to use air, and surface transportation is the only reasonable alternative (JFTR, para. U3655-B and JTR, para C3655-B). If certified, the Air Force uniformed service member or civilian employee may accompany family members on ocean-going ship travel.

1.17.15. Retains copies of CTO provided itinerary, tickets, and lodging receipts, etc., to file with travel voucher for payment.

1.17.16. Travelers may request a rest stop on international flights by following the procedures in paragraph **3.5.4**

1.17.17. Verifies size, allowed number and the weight of personal baggage with the airline before traveling. **Note:** baggage allowance rules for international travel on foreign carriers vary by country, and they may authorize less weight and/or use kilograms to monitor the weight.

Chapter 2

TRAVEL POLICY

2.1. Basic Travel Considerations. The LGRD or the (contracted) Commercial Travel Office (CTO) makes official travel arrangements and provides reservations and ticketing for all uniformed service members, Department of Defense (DoD) civilian employees, their family members and non-DoD personnel when travel orders authorize travel and transportation.

2.1.1. The primary consideration when arranging official travel is to satisfy mission requirements as determined by the Authorizing/Order-Issuing Official (AO) following DoD and Air Force transportation and travel policies. Each traveler, including all infants, must be issued a ticket and provided a seat on all conveyances.

2.1.2. Official Travel. IAW JFTR/JTR Appendix A for Travel, Official: Official travel may be performed within or in the vicinity of a permanent duty station (PDS); to or from the actual residence; to, from, or between PDS; and to, from, at, and between temporary duty (TDY) locations.

2.2. DoD Approved Carriers. DoDD 4500.53, *DoD Commercial Air Transportation Quality and Safety Review Program*, requires the DoD to procure commercial air transportation services from air carriers approved by the DoD Commercial Airlift Review Board (CARB), HQ AMC/A3B, unit 3A1, 402 Scott Drive, Scott AFB IL, 62269-5302, DSN 779-4801, Commercial (618) 229-4801.

2.2.1. The CARB is authorized by law to make decisions regarding the temporary non-use or permanent suspension of an air carrier in the DoD Air Transportation Program. HQ AMC/A3B maintains a listing of DoD approved and suspended air carriers. The listing is updated/released quarterly via message to all LGRDs. A current listing may be obtained at: **https://private.amc.af.mil/a3/default.aspx?div=a34b** LGRD/CTO must review the listing before making commercial air travel arrangements.

2.3. Order of Precedence for Travel.

2.3.1. DTR 4500.9-R, Part 1, Chapter 103 directs the LGRD/CTO to use a specific order of precedence when making official travel arrangements. Accordingly, the DoD policy, in the following priorities, in order of precedence, must be used for passenger airlift:

2.3.1.1. Headquarters, United States Transportation Command (USTRANSCOM)-contracted airlift (e.g., Patriot Express channel airlift) must be used for OCONUS travel unless there is a documented negative critical mission impact.

2.3.1.1.1. Exceptions are as follows:

2.3.1.1.1.1. A mission impact statement is provided by the traveler and authorized by their unit commander or designee only in commanders' absence. Use the format at 2.3.1.1.1.1. Global Air Transportation and Execution System (GATES) issues a non-availability statement/message for the requested travel window.

2.3.1.1.1.2. No AMC channel, configured for passenger(s), is available. The use of Category M on AMC cargo aircraft is not regularly scheduled air passenger

service, but may be used if it accomplishes the mission.

2.3.1.1.1.3. Children at least 10 years old and less than 18 years old as of the date of travel will be accepted for unaccompanied Space-Required travel on Patriot Express missions if they meet the criteria defined in Air Mobility Command Instruction 24-101, Volume 14, Military Airlift Passenger Service.

2.3.1.2. Scheduled commercial air service contracted through the GSA Airline City Pair Program (CPP) contract.

2.3.1.3. Other U.S. Civil Reserve Air Fleet (CRAF) carriers.

2.3.1.4. DoD-approved, non-CRAF U.S. flag carriers.

2.3.1.5. Scheduled service on U.S. air carriers that are neither DoD approved nor disapproved (for individual travel only).

2.3.1.6. DoD-approved foreign flag carriers.

2.3.1.7. Scheduled service on foreign air carriers that are neither DoD-approved nor disapproved (for individual travel only).

2.4. U. S. Flag Carriers. Travelers are required to use U.S. flag carriers for travel funded by the U.S. government. The use of foreign flag carriers is prohibited when U.S. carriers are available.

2.4.1. The exception to this requirement is if a U.S. flag carrier "code share(s)" with a foreign partner airline. A **Code Share Agreement**, sometimes simply called **Code Share**, is an aviation business arrangement where two or more airlines share the same flight. A seat can be purchased on one airline but is actually operated by a cooperating airline under a different flight number or code. Any tickets issued under a code share agreement must show the U.S. flag carrier as the ticket issuing authority, and is not considered a foreign carrier (B-240956; Sep 25, 1991; 70 Comptroller General 713, 1991). When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the U.S.-certificated air carrier flight number must be used on the ticket. If the non-U.S.-certificated air carrier flight number is used on the ticket, the ticket is on a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed See JTR, par. C3525, JFTR U3525.

2.4.2. When the LGRD/CTO determines U.S. flag carriers are not available, including a code share partner, foreign carriers may be authorized/approved by the orders Authorizing/Order-Issuing Official (AO). See JFTR, par. U3525 and JTR, par. C3525 for determining availability and non-availability.

2.4.3. If it is determined that U.S. flag carriers are not available, documentation explaining why a U.S. flag carrier cannot be used must be provided to the traveler and endorsed by the AO. The documentation must include the name of the traveler, foreign-flag ship(s) or air carrier(s) used, flight identification number(s), origin, destination and enroute points, date(s), justification, and authorizing/approving official's title, organization and signature.

2.4.4. The travel order must be annotated reflecting U.S. flag carrier is not available to satisfy mission requirements and that a foreign flag carrier was authorized/approved for use.

2.4.5. When U.S. flag carriers are available, travelers with prior authorization to personally-procure airline tickets (e.g., Leave-in-Conjunction with Official Travel (LICWO) or circuitous routing), must be advised not to use foreign flag carriers over segments of their travel for which reimbursement for travel must be claimed. Reimbursement is not provided (for any leg of the journey) for transportation costs when unauthorized/unapproved foreign carriers are used. If U.S. flag carrier service is available for an entire trip and the traveler uses a foreign carrier for any part or all of the trip, the transportation cost on the foreign carrier is not payable (Code of Federal Regulations, Title 41, Chapter 301, Part 301-10).

2.5. Use of General Services Administration (GSA) Airline City Pair Program (CPP).

2.5.1. Uniformed service members and DoD employees on official travel are mandatory users of the GSA Airline CPP. There are two types of GSA City Pair fares, non-restricted City Pair fares (YCA) and capacity controlled City Pair fares (_CA), which are less expensive than YCA fares, but have some limitation or restrictions. The _CA fares should be used if the restrictions do not hinder mission accomplishment. The LGRD/CTO is required to use this program when a City Pair exists between the origin and destination listed in the official travel order.

2.5.1.1. Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) 31.205-46. As such, government contractors and contractor employees are not government employees and are not eligible, under any circumstances, for GSA City Pair airfares, or any travel-related item restricted to government employees.

2.5.2. Government airfares (e.g., GSA City Pair fares - YCA and _CA, air fares offered by non-contract carriers at City Pair rates - _DG, international non-contract air fare - MMZ, etc.) may be used for official DoD travel only. City Pair fares may not be segmented when a through-fare exists, even if it costs less. Constructed YCA and _CA fares may be used when there is no through-fare between the origin and destination listed on the official travel orders. Unlike YCA and _CA fares, when using other government fares such as YMZ, MMZ, MDG, HDG, the use of through or segmented fares may be used to meet mission requirements when they provide the overall best value. Some airlines may have restrictions, check with appropriate airline carrier for specifics.

2.5.3. . Exceptions to the use of GSA City Pairs Program can be found in the DTR 4500.9-R, Part 1, Ch 103.

2.5.4. This program is mandatory for group travel up to 10 passengers. For additional information on guidance on obtaining group travel arrangements for 10 or more passengers, see paragraph **3.2**

2.5.5. When alternate departure/arrival airports are considered see paragraph **3.31,** for guidance. ***Note:*** Use of City Pair fares to or from a leave point is strictly prohibited unless the official TDY location and leave point are the same.

2.6. The (Contracted) Commercial Travel Office (CTO). The CTO is a civilian operated business under contract with the DoD. It furnishes the LGRD a service by providing transportation and travel services for uniformed service members and DoD employees as outlined in the scope of the contract and DTR 4500.9-R, Part I, Chapter 102. Use of the CTO for

official travel is mandatory when the CTO is available. The CTO shall not issue tickets to the traveler without a valid travel order/authorization or written approval from LGRD/AO.

2.6.1. While the contract requires CTO employees to be knowledgeable of DoD and Air Force transportation and travel policies, LGRD is the final adjudicator on interpreting transportation and travel entitlements, analyzing complex transportation issues, and furnishing passenger routing determinations, should a conflict exist.

2.6.2. When mission requirements prevent written authorization in advance, LGRD verbal approval will suffice. However, the AO will provide the written travel order/authorization to LGRD/CTO immediately thereafter.

2.6.3. In addition to official commercial travel reservations and ticketing (air, bus, rail and ship) the CTO provides the following services as identified in the base or centralized CTO contract:

2.6.3.1. Routes official travelers in accordance with DoD's order of precedence for travel (this AFI, **Chapter 2**, paragraph **2.3**) to ensure legal and contractual requirements are met and cost to the Government is minimized to the maximum extent. Making arrangements through the CTO ensures that the traveler will be fully reimbursed for official transportation costs.

2.6.3.2. Makes official air transportation travel arrangements on Patriot Express missions using the Global Air Transportation and Execution System (GATES) when required by the CTO contract.

2.6.3.3. Makes rental cars arrangements when authorized.

2.6.3.4. Makes commercial lodging reservations associated with official travel.

2.6.3.5. Collects and reports statistical data to USTRANSCOM for forecasting transportation needs Commercial Travel Information Management (CTIM).

2.6.3.6. Provides suggestions for alternate routing that could benefit DoD, Air Force, and the traveler by saving time and money.

2.6.3.7. CTO Contracts follow the basic guidelines of the Air Force, CTO Official Travel Performance Work Statement (PWS) and Guidelines for Proposal Submission and Evaluation.

2.6.4. The CTO complies with the following when making and ticketing official travel accommodations.

2.6.4.1. The CTO marks the traveler's itinerary/or ticket(s) either electronically or manually with the method of payment. Tickets purchased using a Centrally Billed Account (CBA) will state, "Airline ticket(s) paid by CBA, Non-Reimbursable to Traveler." Tickets purchased using an IBA will state, "Airline Ticket(s) paid by IBA, Reimbursable to Traveler".

2.6.4.2. If a portion of the CBA number is needed on the travel itineraries or other documents provided to the traveler, the number entered will be limited to no more than the last 5 digits of the CBA number.

2.6.4.3. The CTO notifies the LGRD of all airline ticket transactions that have potential discrepancies in authorization or billing.

2.6.4.4. The CTO only receives travel authorizations/requests from, and sends email ticket confirmations to, ".mil", ".gov" or “.edu” email addresses.

2.6.5. The CTO complies with the following when making PCT accommodations and ticketing PCT:

2.6.5.1. The Contractor does not issue PCT tickets (First Class or Business Class) without the travel order/authorization being documented as directed in the Joint Federal Travel Regulations (JFTR U2000-A2) and the Joint Travel Regulations (JTR C2000-A2). The travel order/authorization must specifically state that the use of PCT is authorized/approved.

2.6.5.2. Where extenuating circumstances or emergencies situations preclude the traveler from obtaining advance PCT authorization/approval (Ref JTR, par. C2000-A2 and JFTR, par.U2000-A2a), after-the-fact approval is permitted. In these situations, the CTO only issues PCT tickets when the AO places a statement on the travel order/authorization stating, "After-the-fact PCT approval is being/will be pursued”. Issuance of PCT tickets is authorized in anticipation of approval. If PCT is not approved after-the-fact by the appropriate authorizing/approval authority, the traveler is responsible for the cost difference between the premium class transportation used and the transportation class for which the traveler was eligible."

2.6.5.3. If the Contractor issues PCT tickets without the travel order/authorization documentation, PCT approval/authorization statement or the after-the-fact statement by the travel order/authorization AO, the contractor is liable for reimbursement to the Government for the cost difference between the PCT used and the transportation class for which the traveler was eligible.

2.6.5.4. Travelers are authorized to upgrade to premium class services and accommodations at personal expense (e.g., cash or using personal frequent traveler benefits) without obtaining PCT approval.

2.6.6. CTO requirements pertaining to fully unused tickets and partially used tickets and turn-in for refunds.

2.6.6.1. The CTO notifies travelers that all unused and partially used tickets are of value and must be turned in for the applicable refund.

2.6.6.2. The CTO maintains a daily log of all identified fully unused and partially used tickets.

2.6.6.3. The CTO provides the LGRD, once a month, a report of unused tickets obtained through the contractor’s Global Distribution System.

2.6.6.4. The CTO identifies and cancels unused tickets 30 days after the last scheduled travel date, and initiates the ticket refund process.

2.6.6.5. The CTO processes unused ticket refund requests with the airlines.

2.6.6.6. The CTO provides the LGRD with copies of all requests for refunds.

2.6.6.7. The CTO provides the LGRD with the data required to complete the Unused Ticket Data and Refund Data report.

2.6.7. The CTO complies with the CBA Procedures identified in **Attachment 5** of this AFI and/or as specified in the CTO contract statement of work.

2.6.8. Unused ticket reports are due to the MAJCOMs the first week of the following month after the end of the quarter. MAJCOM consolidated reports are due to AF/A4LE no later than the 10th of the following month after the end of each quarter.

2.6.8. **(AFDW)** The installation traffic management activity must submit quarterly Unused Ticket Data and Refund Data reports to AFDW/A4R. Reports are due NLT the 5th duty day of the first month after each fiscal quarter.

2.7. Use of Premium Class Travel (PCT) Accommodations. DoD policy requires the use of least expensive coach class transportation accommodations for all official travel. Travel requirements should be determined in sufficient time to reserve coach class accommodations for members, employees and their dependents. Advance planning to include the use of alternate travel dates or rest stops is essential to ensure travelers comply with DoD policy. PCT accommodations may be used only when exceptional circumstances are warranted to meet mission requirements and must not be common practice. Blanket authorization/approval of PCT is not permitted. Requests for PCT accommodations will be considered on a case-by-case basis. PCT accommodations shall not be used for PCS travel nor for CONUS to CONUS flights, except for those limited conditions outlined in the JFTR or JTR. When PCT is authorized/approved it applies to the principal traveler only, unless specifically approved for other travelers in the party. PCT upgrades are permitted without approval when there is no cost to the Government (e.g., through the use of cash or frequent traveler benefits). For guidance on using frequent flyer program benefits for upgrade to premium class travel, see **Chapter 3**, paragraph **3.30** of this AFI.

2.7.1. Premium Class Travel (PCT) Categories. There are two types of PCT accommodations: first class and premium class other than first class. Hereafter, premium class, other than first class, will be referred to as business class in this AFI. When an airline flight has only two classes of service, the higher class of service, regardless of the term used, is treated as first class.

2.7.1.1. PCT accommodations may be authorized/approved on an exception basis only as outlined in the JFTR, paragraph U3520, for military personnel and their dependents and the JTR, paragraph C3520, for DoD civilian employees, their dependents, and others traveling under Invitational Travel Authorizations (ITAs).

2.7.1.2. First class travel accommodations may be authorized/approved when at least one of the criteria identified in the JTR, paragraph C3520-C or the JFTR, paragraph U3520-C is met, fully justified and documented.

2.7.1.3. Business class travel accommodations may be authorized/approved when at least one of the criteria identified in the JTR, paragraph C3520-C or the JFTR, paragraph U3520-C is met, fully justified and documented.

2.7.2. Premium Class Travel Authorizing/Reporting Officials. PCT can only be authorized/approved on an exception basis. Authorizing/approving officials must consider

each request for PCT accommodations individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. Requests that do not clearly substantiate an exceptional mission need justifying the use of PCT should be disapproved. To assist the traveler and the PCT authorizing/approving official in the request/approval process, the Premium Class Travel Reporting Tool is available at **https://www.defensetravel.dod.mil/PremiumTravel**/. **NOTE:** Refer to Table 2.1 at the end of this section.

2.7.2.1. Self-approval of PCT for first or business class is prohibited.

2.7.2.2. Code two and three Presidential appointees and three- and four-star general officers must obtain business class travel approval from a person senior to the traveler in their chain of command.

2.7.2.3. The Deployment & Distribution Flight (LGRD)/Commercial Travel Office (CTO) will not authorize/approve first or business class travel accommodations when regularly scheduled flights between the authorized origin and destination (including connection points) provide only first class or business class accommodations. These flights must be authorized/approved by the appropriate first or business class travel authorizing/approving authority. Each MAJCOM will have a Reporting Office to authorize/approve PCT request.

2.7.2.4. First class travel accommodations. The SECAF has designated SAF/OS and SAF/US as the approval authorities for all first class travel accommodation requests, except as noted below. First class travel requests for civilian personnel will be submitted to SAF/AA for review and routing to SAF/OS or SAF/US as appropriate for consideration. First class travel requests for military personnel will be routed to AF/A4LE for review and forwarding to AF/CV. The AF/CV will review and determine whether or not military requests should be forwarded to SAF/AA for approval consideration. SAF/AA will review and route to SAF/OS or SAF/US as appropriate for consideration. Note the approval authority exception at paragraph **2.7.2.9** below.

2.7.2.5. Business class travel accommodations. The SECAF has designated the following as business class travel authorization/approval and reporting officials. Note the approval authority exception at paragraph **2.7.2.9** below.

2.7.2.6. Air Staff and Air Force Secretariat civilian personnel forward all business class travel accommodation requests to SAF/AA. Air Staff and Air Force Secretariat military personnel will route all business class travel accommodation requests to AF/A4LE, for review and forwarding to AF/CV. The AF/CV will review and determine whether or not military requests should be forwarded to SAF/AA for consideration. SAF/AA is the business class approval authority for three-star generals and below and civilian equivalents assigned to the Air Staff and the Air Force Secretariat. SAF/AA will review and forward business class travel requests for four-star general and civilian equivalents assigned within the Air Staff and the Air Force Secretariat to SAF/OS or SAF/US as appropriate for consideration. Note the approval authority exception at paragraph **2.7.2.9** below.

2.7.2.7. The MAJCOM Commander (MAJCOM/CV in the absence of the CC) is the authorization/approval authority for business class travel for requests from personnel

assigned to the MAJCOM. **Note:** Includes personnel assigned to a Numbered Air Force when traveling on Air Force business. When traveling on Joint business, requests for business class approval are submitted in accordance with the Joint Staff approval procedures.

2.7.2.8. The AF/CV or AF/CVA in the absence of the CV, is the authorization/approval authority for business class travel for requests from personnel assigned to Direct Reporting Units (DRUs) and Field Operating Agencies (FOAs). Requests for business class travel accommodation will be routed to AF/A4LE for review and forwarded to AF/CV for consideration.

2.7.2.9. In accordance with the JTR, paragraphs C3520 (First Class) and (Business Class) and JFTR, paragraphs U3520 (First Class) and U3520-C (Business Class) the category "When required by mission" can only be applied in connection with Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign governments traveling to the U.S. to consult with members of the Federal government (approval level is Director, Administration and Management, Office of the SECDEF, or as delegated by the Director) and for the Armed Forces Entertainment (AFE) Program, (approval level is the Executive Agent for the AFE program, currently the Department of the Air Force).

2.7.3. Premium Class Travel (PCT) Approval Process. Every effort should be made to obtain authorization prior to traveling. However, in cases where extenuating or emergency circumstances make advanced authorization impossible, the traveler must still obtain "after-the-fact" written approval at the earliest possible time. In the event an after-the-fact request is disapproved, the traveler is liable for the difference in cost between the premium class and coach class air accommodations. (Note: JFTR/JTR, U3505.B, Business/First Class Airfare Costs Less than Least Expensive Unrestricted Economy-/Coach-class Airfare. When a business-/first-class airfare costs less than the least expensive unrestricted economy/coach class airfare, no authorization/approval is required. Comparison of the business/first class airfare to an economy/coach class airfare more expensive than the least expensive unrestricted economy/coach class airfare is not authorized).

2.7.3.1. The designated authorizing/approval officials may authorize/approve first class accommodations when at least one of the conditions in the JFTR, paragraph U3520-C or the JTR, paragraph C3520-C is met, and may approve business class accommodations provided at least one of the conditions in the JFTR, paragraph U3520-C or JTR, paragraph C3520-C is met.

2.7.3.2. To assist the authorization/approval official in determining whether the PCT request meets the JTR/JFTR criteria, please refer to JFTR/JTR Appendix H.

2.7.3.3. The traveler submits the PCT request through the traveler's authorizing/order-issuing official (AO) to the appropriate PCT authorization/approval authority designated above. Requests for PCT accommodation that must be approved at the AF/CV, SAF/AA, SAF/US or SAF/OS levels should be submitted as soon as the requirement is anticipated, but not less than 15 duty days prior to the desired travel date. **Note:** MAJCOMs, DRUs, and FOAs may want to establish PCT internal routing procedures for their organizations.

2.7.3.4. The designated PCT authorization/approval authority reviews the request to ensure sufficient justification is provided to show mission necessity and justify the expenditure of additional Government funds. After the decision is made to approve or disapprove the PCT request, the PCT authorization/approval authority forwards the decision to the travel authorizing/approving official (AO). If the PCT request is approved, the PCT approval authority must retain a file copy of the approved package for a period of 6 years and 3 months for audit purposes.

2.7.3.5. When the travel AO receives the PCT authorization/approval authority's decision, the AO notifies the traveler of the decision. If approved, the AO ensures that the appropriate documentation (see below for appropriate words) is entered on the travel order/authorization so the CTO can issue PCT tickets.

2.7.4. PCT Documentation Requirements.

2.7.4.1. Before the CTO can issue PCT tickets, a statement must be entered in the remarks section of the travel order/authorization indicating that PCT has been approved. The minimum information that must be entered on the travel order/authorization is:

2.7.4.1.1. The type of PCT accommodations approved. (First Class or Business Class)

2.7.4.1.2. The regulatory reference in the JTR/JFTR that was used to justify the PCT.

2.7.4.1.3. The cost difference between the premium class and coach class fares (normal Government routing, YCA and other Government contract fares, etc., available).

2.7.4.1.4. The premium class approving authority, Name, Rank, and Office Symbol. An example of the required statement:

Example: Business class travel has been justified and approved based on JFTR, U3520; space is not available in coach class. The cost difference between the Business class fare and the coach class fare is $765.00. This PCT was approved by General, David Smith, HQ USAF/XXXX. Full documentation of the PCT approval is on file in the office of the PCT approving official.

2.7.4.2. For those situations, as identified in the JFTR, paragraph U2000, where "extenuating circumstances or emergency situations" prevent advance authorization/approval of premium class travel, a statement will be placed on that travel order/authorization to permit CTO ticketing. The statement must indicate the extenuating circumstance or emergency precluding PCT authorization/approval prior to the start of travel and that approval is being or will be pursued after-the-fact. Issuance of PCT tickets by the CTO is permitted in anticipation of approval. If the authorizing/approval authority does not approve the after-the-fact PCT request, the traveler is responsible for the cost difference between the PCT transportation used and the transportation class for which the traveler was eligible. The statement must include the cost difference between the coach class and the premium class being requested and the name, rank and office symbol of the AO. The JFTR/JTR requires that after-the-fact PCT approval be completed within seven days of travel completion. It will be the responsibility of the traveler and AO to ensure that the PCT approval is obtained or that the traveler pays the difference

between the travel class authorized and the travel class used. An example of required statement:

Example: After-the fact approval for business class travel is being pursued. This is a short notice travel requirement and sufficient time is not available to obtain authorization/approval prior to travel commencement. Business class travel is being justified in accordance with JFTR, paragraph U3520; space is not available in coach class. The cost difference between the business class fare and the coach class fare is $765.00. If the request for business class travel is not approved, the traveler is responsible for the cost difference between the business class fare and the coach class fare. The travel order/authorization, authorizing official is Lt Col, Robert Jones, 355th XXX. The CTO is authorized to provide business class tickets for this travel.

2.7.5. Premium Class Travel Reporting Requirement. All approved PCT must be entered into the Premium Class Reporting Tool at **https://www.defensetravel.dod.mil/PremiumTravel/index.cfm** within 5 business days of approval.

2.7.5.1. 'Exceptional circumstances' may be - travel on an extremely demanding schedule, the requirement to work enroute to the TDY location, and the need to be prepared to perform official duties and properly represent the Air Force or U.S. Government immediately upon arrival.

2.7.5.2. Per the JFTR/JTR, the length of the flight(s) alone is not itself sufficient basis for approval of PCT. Use of the '14-hour rule', as it relates to rest stops, requires that scheduled flight time (including stopovers) is in excess of 14 hours, and that the traveler be required to perform a full day (8 hours) of work immediately upon arrival at the TDY location. Business class travel cannot be approved under this rule when rest stops are approved.

Table 2.1. Air Force Premium Class Travel Approval Authorities and Reporting Officials.

Air Force Personnel Assigned to	First Class Approval Authority and Reporting Officials	Authority and Reporting Officials

Air Force Secretariat and Air Staff	Secretary of the Air Force, SAF/OS, or Under Secretary of the Air Force, SAF/US Civilians - Submit All First Class Requests through SAF/AA Military - Submit All First Class Requests to AF/A4LE for Review and Routing through AF/CV and SAF/AA to SAF/OS or SAF/US **Note:** 1 & 2.	SAF/OS, SAF/US, SAF/AA Civilians - Submit All Business Class Requests to SAF/AA for Review and Appropriate Routing Military - Submit All Business Class Requests to AF/A4LE for Review and Routing through AF/CV to SAF/AA for Review and Appropriate Routing to SAF/OS or SAF/US Notes: 1, 3 & 4.
MAJCOMs (includes AFRC and Numbered Air Forces)	Secretary of the Air Force, SAF/OS, or Under Secretary of the Air Force, SAF/US Civilians - Submit All First Class Requests through SAF/AA Military - Submit All First Class Requests to AF/A4LE for Review and Routing through AF/CV and SAF/AA for Routing to SAF/OS or SAF/US **Note:** 1 & 2.	MAJCOM/CC, MAJCOM/CV in Absence of MAJCOM/CC Submit requests for Business Class Travel to the MAJCOM/CC in accordance with MAJCOM Premium Class Routing Instructions. Notes: 1, 3, & 5.
First Class/Business Class Air Force Personnel Assigned to	**First Class Approval Authority and Reporting Officials**	**Business Class Approval Authority and Reporting Officials**

Direct Reporting Units (DRUs) and Field Operating Agencies (FOAs)	Secretary of the Air Force, SAF/OS, or Under Secretary of the Air Force, SAF/US Civilians - Submit All First Class Requests through SAF/AA Military - Submit All First Class Requests to AF/A4LE for Review and Routing through AF/CV and SAF/AA to SAF/OS or SAF/US **Note:** 1 & 2.	HQ USAF/CV, HQ USAF/CVA in Absence of HQ USAF/CV Submit All Business Class Requests to AF/A4LE for Review and Forwarding to AF/CV for Consideration. Follow DRU, FOA Internal Premium Class Travel Routing Instructions. Notes: 1 & 3.
Air National Guard	Secretary of the Air Force, SAF/OS, or Under Secretary of the Air Force, SAF/US Civilians - Submit All First Class Requests through SAF/AA Military - Submit All First Class Requests to AF/A4LE for Review and Routing through AF/CV and SAF/AA to SAF/OS or SAF/US **Note:** 1 & 2.	NGB/CF, HQ USAF/CV in the Absence of NGB/CF Submit requests for Business Class Travel to the NGB/CF in Accordance with ANG Premium Class Routing Instructions. Notes: 1, 3, & 6.

NOTES:

1. Premium class travel authorizing/approving officials may not approve their own premium class travel accommodations. Authorization/approval must be obtained from a senior flag officer or civilian equivalent. Example: A four-star MAJCOM commander has business class approval authority for those within the MAJCOM on an exception basis and when the travel **first class/business class** request meets the established criteria in the JFTR/JTR. However, MAJCOM commanders must submit their own business class travel requests to CSAF or AF/CV, as appropriate.
2. Civilian requests for first class travel will be submitted to SAF/AA. SAF/AA will review requests prior to forwarding to SAF/US or SAF/OS as appropriate. Military member requests for first class travel will be submitted to AF/A4LE. AF/A4LE will review requests and forward to AF/CV for review and forward to SAF/AA who will review and forward to SAF/US or SAF/OS for approval consideration.
3. The authorization/approval authority for business class travel may be delegated no lower than to a three-star general officer or civilian equivalent level, and the approving official must be senior in the reporting chain to the requester. Therefore, if the indicated approval authority is not a three-star general officer or civilian equivalent or higher and senior in the chain of command, the request must be forwarded up the chain of command for appropriate approval.

4. Civilians assigned to the Air Staff and Secretariat will submit business class requests to SAF/AA. Military member requests for business class travel will be submitted to AF/A4LE. AF/A4LE will review requests and forward to AF/CV for review and forwarding to SAF/AA who will in turn review and as appropriate forward to SAF/US or SAF/OS for approval consideration. SAF/AA is the business class approval authority for three-star generals and below, and civilian equivalents assigned to the Air Staff and Secretariat. SAF/OS and SAF/US are the business class approval authorities for four-star generals and civilian equivalents assigned to the Air Staff and Secretariat.
5. For personnel traveling on Air Force business, MAJCOM/CCs, and MAJCOM/CVs in the absence of the MAJCOM/CC, have business class approval authority for personnel under their command, including personnel assigned to numbered air forces. When personnel travel on Joint business, requests for business class travel approval are submitted in accordance with Joint staff or command approval procedures.
6. The Director, Air National Guard (NGB/CF) has business class approval authority for personnel assigned to the ANG. In the absence of the NGB/CF, requests for business class travel will be forwarded through AF/A4LE to AF/CV for business class travel approval consideration.

2.7.6. Commanders (CV in absence of CC) of MAJCOMs commanded by a three- or four-star general (Headquarters, Air Combat Command; Headquarters, Air Mobility Command; United States Air Forces in Europe; Pacific Air Forces; Headquarters, Air Force Materiel Command; Air Education and Training Command; Headquarters, Air Force Space Command; Headquarters, Air Force Special Operations Command; and Headquarters, Air Force Reserve Command) may authorize/approve business-class air accommodations for individuals under their command when the request meets at least one of the circumstances identified in the JFTR or JTR. If approved the orders approving official must include the rational for approval in the remarks section of the TDY orders.

2.7.6.1. MAJCOM Directorate of Logistics or equivalent must staff business class air accommodation requests for authorization/approval to the MAJCOM Commander. All requests must be kept on file for two years. An informational copy of all requests (including those authorized/approved) shall be sent to AF/A4LE, 1030 Air Force Pentagon, Washington, DC 20330-1030.

2.7.6.2. Requests originating at base level must be submitted from the traveler through his/her unit commander to the Wing/Center Commander (or equivalent) to which the traveler reports. After endorsement, LGRD must submit to the traveler's MAJCOM Directorate of Logistics or equivalent for staffing. After staffing, the MAJCOM Directorate of Logistics or equivalent must forward to the MAJCOM Commander for authorization/approval.

2.7.7. For MAJCOMs commanded by less than a three-star general, requests for business class accommodations require authorization/approval by AF/CV.

2.7.7.1. Requests originating at base level must be submitted from the traveler through his/her unit commander to the Wing/Center Commander (or equivalent) to which the traveler reports. After endorsement, LGRD must submit to the traveler's MAJCOM Directorate of Logistics or equivalent for staffing. After staffing, the MAJCOM Directorate of Logistics or equivalent must forward to the MAJCOM Commander. All requests must be signed by the MAJCOM Commander (CV in CC's absence), before

forwarding through Command/Air Staff channels to AF/A4L for further staffing to the AF/CV for authorization/approval.

2.7.7.2. Use the format in paragraph **2.7.12** when submitting requests. Requests must arrive at AF/A4L as soon as the requirement is anticipated, but not less than 20 duty days prior to desired travel date.

2.7.8. Business class accommodation requests originating within a Direct Reporting Units (DRUs) or Field Operating Agencies (FOAs) the DRU/FOA CC or Director (second in command in the absence of the primary) must sign the request and submit through the two-letter principal on the Air Staff for endorsement. The request must be forwarded to AF/A4L and AF/CV (in turn) for staffing and authorization/approval. If the DRU/FOA does not align under a two-letter principal, the request must be sent to AF/A4L for staffing for AF/CV authorization/approval.

2.7.9. . Use the format in paragraph **2.7.12** when submitting requests. Requests must arrive at AF/A4L as soon as the requirement is anticipated, but not less than 20 duty days prior to desired travel date.

2.7.10. Business class accommodation requests originating within the Secretariat must be submitted through the traveler's supervisory chain to the appropriate Deputy Under Secretary or Assistant Secretary for review/consideration. The traveler's two-letter principal (deputy in principal's absence) must sign the request before forwarding to the SAF/US for authorization/approval.

2.7.10.1. Use the format in paragraph **2.7.12** when submitting requests. Requests must arrive at SAF/US as soon as the requirement is anticipated, but not less than 10 duty days prior to desired travel date.

2.7.11. Business class accommodation requests originating within the Air Staff must be submitted through the traveler's two-letter principal to AF/A4L and AF/CV (in turn) for staffing and authorization/approval. The traveler's two-letter principal (deputy in principal's absence) must sign the request.

2.7.11.1. Use the format in paragraph **2.7.12** when submitting requests. Requests must arrive at AF/A4L as soon as the requirement is anticipated, but not less than 20 duty days prior to desired travel date.

2.7.12. Requests for first class and business class accommodations must be forwarded to the appropriate authorization/approval level in advance of travel as specified above. As a minimum, requests must include:

2.7.12.1. Type of premium-class travel being requested (First Class or Business Class)

2.7.12.2. Proposed/actual travel times and dates (as applicable)

2.7.12.3. Destination and itinerary

2.7.12.4. Full justification, to include the JFTR or JTR circumstance used to request premium-class travel

2.7.12.5. Per diem savings (if any)

2.7.12.6. Cost difference between premium-class and coach-class

2.7.12.7. All necessary documentation (tickets, travel notification, travel orders, medical certificate, etc.)

2.8. Official Family Member/Spouse Travel. As a general rule, a family member may not travel at government expense with a sponsor who is traveling on official business (TDY). However, travel is permitted under certain circumstances. Typically, family member travel involves spouses. Because spouse travel is a highly visible and sensitive area, it requires judicious application with a thorough review at each level of command. Precedent setting requests require a high level of scrutiny and legal office coordination is mandatory. Requests for spouse travel at Government expense must show there is an unquestionably official function in which the spouse/family member is actually to participate in an official capacity or it must be deemed in the national interest because of diplomatic or public relations benefit to the country (See DoDD 4500.56, enclosure 3, paragraph 5, April 14, 2009). Both commercial and MILAIR authorization/approval must be supported with ITAs, ordinarily authorizing reimbursement of transportation costs only. Travel by MILAIR is allowed on a mission non-interference basis. The following are Family Member/Spouse Travel approving authorities when the travel meets established criteria in this AFI and JFTR/JTR:

2.8.1.1. SECAF and CSAF for their own family member/spouse travel;

2.8.1.2. SECAF for family member/spouse travel of members of the Secretariat;

2.8.1.3. AF/CV for family member/spouse travel of personnel assigned to the HAF;

2.8.1.4. AF/CV and four star MAJCOM/CC's for their own family member/spouse travel;

2.8.1.5. AF/CV for three star or lower MAJCOM/CC's family member/spouse travel;

2.8.1.6. Selected three-star general officers, when serving as combined commanders (i.e., 5 AF/CC, 7 AF/CC, 11 AF/CC), for their own family member/spouse's travel.

2.8.1.7. MAJCOM/CC's and CV's for all family member/spouse travel of personnel assigned to their command; and,

2.8.1.8. AF/CV for family member/spouse travel of personnel assigned to DRU (i.e, AF Academy) / FOA, and for all other Air Force personnel not covered by an approval authority identified above.

2.8.2. Guidelines for approving spouse travel at Government expense based on actual participation in an official event. In the limited instances per diem or other actual expenses are to be paid, the CSAF must grant prior approval. Per diem and other expense allowances may be authorized by CSAF if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role (See JTR/JFTR, Appendix E, paragraph 13.c). No travel arrangements may be made for spouse travel until approved by the proper authority.

2.8.2.1. A request for a spouse's attendance at conferences, events, visits or tours is not on its own merit sufficient justification for spouse travel at Government expense. To meet the criteria for "actual participation" the spouse must actually confer with DoD officials on official DoD matters in a manner directly benefiting the Air Force through an exchange of substantive information, advice and/or guidance.

2.8.3. Guidelines for approving spouse travel based on a diplomatic or public relations benefit to the nation. There may be functions when it is in the best interest of the nation to have a spouse participate. However, the issues or audiences must transcend Air Force only interests. The term "national interest" infers some broader interest than that of the military departments or the DoD.

2.8.3.1. Examples of events having a diplomatic or public relations benefit to the nation.

2.8.3.1.1. Travel requests may include trips to functions with government officials of foreign countries, including travel of spouses to act as escorts for spouses during CSAF counterpart visits or attaché visits, and meeting with officials of the foreign ministry, defense ministry and foreign air force. Public relations events may (depending on the facts) include visiting with local officials where Air Force personnel are stationed. It may include travel within the U.S. when the spouse accompanies the Air Force official to public relations functions, which include spouses of local officials and/or civic leaders.

2.8.3.1.2. A spouse's participation in a social event attended only by DoD or Air Force officials is not sufficient justification for travel at government expense.

2.8.3.1.3. When officials outside of US military departments will be present, including local officials or civic leaders, visits to DoD schools, hospitals, day-care facilities, family service centers, family housing areas, housing management offices, commissary or exchange facilities.

2.8.3.1.4. Representing the military family at key civic events that are attended by officials outside the US military departments and DoD.

2.8.4. Unofficial Family Member/Spouse Travel. Family members traveling at personal expense, to accompany senior DoD personnel on official business. Such unofficial travel is authorized on military aircraft only on a noninterference basis: the aircraft is already scheduled for an official purpose; official travelers are not displaced; it results in negligible additional cost to the Government; the Government is reimbursed at the full commercial coach class fare rate (IAW Office of Management and Budget, Circular No. A-126, Full coach fare is defined as a coach fare available to the general public between the day that the travel was planned and the day the travel occurred.) Advantage can be taken of early purchase discounts and internet purchasing alternatives as long as the fare matches the times and dates of actual travel and is available to the general public. The senior DoD official will attach to his or her travel voucher a personal check made payable to the Treasurer of the United States and include a travel office printout that reflects the full coach class fare. See DoD 4515.13R C10.12.

2.8.5. Invitational Travel Authorization (ITA). In all instances of spouse travel, after the authorizing authority approves spouse travel, the requesting organization will issue an ITA in accordance with AFI 65-103 *Temporary Duty Orders*, the JFTR/ JTR, Appendix E, funding transportation only. A specific approval request must be generated for each instance of spouse travel. The ITA will be personally signed by the sponsor. "Blanket" ITAs may not be issued. Documentation to include a separate itinerary agenda is mandatory and will be retained for two years. An invitation and agenda/itinerary is required as supporting documentation. When the family member/spouse is an Air Force uniformed service member

or Air Force Civil Service employee and family member/spouse travel is approved, a TDY order will be issued rather than an ITA.

2.8.5.1. Include the following statement in the ITA as specified in JFTR/JTR, Part 1,Appendix E., "This order authorizes the dependent to accompany the sponsor to attend an official function. It does not entitle the dependent to per diem or other expense allowances. If the dependent does not desire to bear the expenses, this order is canceled."

2.8.6. Four-star generals officers are authorized to approve their own spouse's travel when the travel meets the criteria of this AFI.

2.8.7. MAJCOM Commanders/Vice Commanders may approve spouse travel for personnel assigned to their command when the travel meets the criteria of this AFI. **2.8.7.1** through **2.8.7.5** are examples of spouse travel deemed to meet the criteria for unquestionably official travel. ***Note:*** A Vice Commander cannot approve a spouse travel request for his or her own spouse in the absence of the MAJCOM/CC. (Only four-star general officers may self-approve as outlined in DoDD 4500.56, *DoDPolicy on the Use of Government Aircraft and Air Travel*. MAJCOM three-star commanders (i.e. AFSOC, AFGSC, and AFRC) require AF/CV approval for travel of their spouse.

2.8.7.1. Spouse travel for Numbered Air Force (NAF) Commander's spouse may be approved for visits to NAF bases. Spouse travel visits should be limited to host wing/bases subordinate to the NAF, and planners and travelers are to involve more than one base per trip.

2.8.7.2. Spouse travel may be approved for MAJCOM Commander/Command Chief Master Sergeant Annual Conferences. Spouse travel for this event should be limited to one trip per fiscal year.

2.8.7.3. Spouse travel may be authorized for MAJCOM sponsored Squadron Commander Orientation Conferences when the sponsor attending is a current commander (with at least 12 months tenure remaining), commander civilian equivalent, or a commander designee selected through quota control procedures without regard to current command assignment. Only one trip to the commander orientation conference should be authorized during the sponsor's tenure as a squadron commander.

2.8.7.4. Spouse travel may be approved for Professional Development Programs and should be limited to no more than two events per year each for the officer and enlisted professional development program.

2.8.7.5. Participating in DoD or service component training courses, conferences, or seminars supporting family readiness as a "subject-matter expert" (e.g., the spouse is qualified to speak/train by virtue of his/her education in a particular subject.)

2.8.7.6. At the discretion of the MAJCOM/CC/CV, other similar spouse travel events may be approved when the travel meets the criteria of this AFI. **Note:** Spouse travel is not automatically authorized for Wing Commander/Command Chief visits to units subordinate to a wing.

2.8.8. Selected three-star generals officers (5AF/CC, 7AF/CC, 11AF/CC) serving as combined commanders are authorized to approve their own spouse travel when acting in the role of the combined commander when the travel meets the criteria of this AFI. When acting

in their Air Force role, these commanders must submit their spouse travel requests IAW paragraph **2.8.6** (also see DoD 4515.13-R Enclosure 2).

2.8.9. Spouse travel requests not under the cognizant authority of a commander specified above must be forwarded through command/air staff channels to AF/CV (provide information copy to AF/A4L for staffing) for authorization/approval. Requests should be submitted as soon as the requirement is anticipated, but not less than 20 duty days prior to the desired travel date. When submitting requests to the AF/CV, the MAJCOM commander (CV in CC's absence) must sign all requests. Full justification is required for all requests and must meet the criteria of this AFI.

2.9. Family Member/Spouse Travel to Award Ceremonies.

2.9.1. This family member/spouse travel to award ceremonies is not the same as the spouse travel outlined in paragraph 2.8, requiring official participation. MAJCOM commanders and vice commanders may approve spouse travel for spouses of Air Force or higher level award recipients assigned to their command. Several examples of applicable major awards that fit this spouse approval criteria include: Presidential awards, annual agency/ major organizational component ceremonies (does not include MAJCOM level awards), prestigious honorary award Ceremony sponsored by a non-Federal organization and those listed in AFI 36-2805, *Special Trophies and Awards* . When family member/spouse travel to attend an award ceremony is approved, an Invitational Travel Authorization (ITA) will be issued. Only transportation costs will be funded; per diem will not be paid.

2.9.1.1. If there is no spouse or the spouse is unable to attend, the recipient may elect to invite one family member to attend the ceremony. When family member travel to attend an award ceremony is approved, an ITA will be issued. Only transportation costs will be funded; per diem will not be paid. See JTR, Appendix E, Part I for further guidance.

2.9.1.2. When the family member/spouse is an Air Force uniformed service member or Air Force Civil Service employee and family member/spouse travel is approved; a TDY order will be issued rather than an ITA.

2.9.1.3. When an individual who is neither an Air Force member nor an Air Force Civil Service employee is selected as an award recipient, the recipient and family member/spouse may travel on an ITA to attend the presentation ceremony. See JFTR/JTR, Appendix E, for guidance and limitations on travel reimbursements. ***NOTE:*** Refer to the JTR/JFTR, Appendix E for instructions and limitations on travel reimbursements for members and employees and ITA for family members and non-Department of the Air Force civilians.

NOTE: Family members and spouses traveling to an award ceremony are not required to meet the participation requirements stipulated in this AFI, Paragraph **2.8.**

Chapter 3

TRAVEL PROCEDURES

3.1. Dual Commitment Transportation. Dual commitment transportation refers to two or more travelers or government entities that make duplicate bookings on any mode of transportation, or are working to have two types of air transportation (military and commercial). Commercial air transportation will not be requested or scheduled for DOD group travel (10 or more seats) unless all actions to obtain military air transportation have been terminated. DOD travelers and government entities will practice prudent use of all modes of commercial transportation to enable the DOD to continue to access low cost commercial travel (DTR 4500.9-R, Ch 102, para B).

3.2. Group movements. Once the provisions of para 2.3 are met (Order of Precedence) the following applies:

3.2.1. A movement of less than 10 members traveling as a group, falls under the GSA Airline City Pair Program contract and is a mandatory user of the GSA Airline City Pair Program (DTR).

3.2.2. Group movement of 10 or more members falls under the Military Air Transportation Agreement (MATA) and is a non-mandatory user of the GSA Airline City Pair Program. Booking individual reservations in order to by-pass group booking procedures is in violation of airline tariffs and is not acceptable under any circumstances. LGRD has the authority to route any size group except those requiring the purchase of a full planeload charter.

3.2.3. Under the GSA Airline City Pair Program agreement and the (MATA, airlines may impose group travel cancellation penalties for late passenger cancellations and no-shows. Reference the GSA Airfares City Pair contract (Para. B.2) and/or the MATA (Para. E.1) for cancellation fee information on groups (DTR 4500.9- R).

3.2.4. The DTR, Part 1, Ch. 102, Paragraph F, provides procedures on how to request group movements.

3.3. Leave-In-Conjunction with Official (LICWO) Travel. The official travel orders establish the official travel points. For Official travel CTO use is mandatory. Travelers desiring to self procure their travel must ensure the provision is included in the Orders. When a traveler is taking leave-in-conjunction with official PCS/TDY travel, the use of government contract airfares (e.g., YCA, _CA) and other government fares (e.g., YMZ, MMZ, MDG, LDG, etc.) are strictly prohibited to and from leave points. These fares are offered by the airline industry for official travel purposes only, not for unfunded leave travel. Most airlines offer military members special or discount leave fares. The traveler must schedule all official travel through the LGRD/CTO to ensure appropriate routing and reimbursement. The LGRD must establish and publish local procedures for obtaining LICWO travel services based on their CTO contract and the method used for travel arrangements and ticketing.

3.3.1. Leisure travel services may be provided by the Leisure Travel CTO on base. In this situation the Leisure Travel CTO has exclusive rights to provide strictly leisure travel services on the base. In the Air Force, this method is being phased out, eliminating the on

base leisure travel CTO. The leisure travel CTO is being replaced by the Services' Information, Tickets and Travel (ITT) office.

3.3.1.1. Some bases have ITT office operating on base. Unless prohibited in the DTMO Contract language, the Official Travel CTO can provide arrangements and ticketing for both the leisure and official travel for both the traveler and family members traveling on same day/days as official travel, when requested by the official traveler. However, even though travelers are required use the Official CTO for all Official travel, it is strictly the individual's choice to arrange LICWO with the official CTO. The traveler may also elect to make leisure travel arrangements through the ITT office. Members are responsible for paying all additional fees above the official government cost.

3.3.2. When the desired LICWO travel involves deviating from normal routing for the official travel, and unusual or emergency conditions exist, making use of the CTO impractical, or the CTO is unavailable/unable to provide the requested service, the LGRD/CTO and FM must issue a LICWO travel memo (**Attachment 4**) to the traveler allowing them to self-procure one-way or roundtrip tickets, whichever benefits the member, when approved in advance. The memo must identify Government costs limits for the official portion of the trip, and precludes problems with the traveler obtaining proper reimbursement.

3.3.3. A member on leave and ordered to return to a duty station (permanent or TDY) for duty generally must bear the cost of returning unless recalled for operational reasons as stated in the JFTR, U7220 or JTR C4564.

3.4. Government Travel Card (GTC). Air Force members and employees must use their IBA when it has been issued to procure official travel services through the CTO. MAJCOMs, may direct the method of payment for their respective bases, but should only use CBA when the mission dictates. LGRD must provide written notification to the traveler or the finance services office (FSO) when directing procurement of airline tickets from a source other than the CTO. LGRD, in conjunction with the CTO and FSO, must establish local procedures for the use of an IBA and CBA. According to SAF/FMP, the GTC Program Manager, travelers are prohibited from using their GTC to pay for excess travel cost charged to them and not the government.

3.4. (AFDW) Government Travel Card (GTC). All Air Force personnel must use the GTC for all authorized travel expenses during temporary duty, deployment, and permanent change of station travel. Centrally Billed Accounts will only be used for those individuals who are exempt from having a GTC.

3.4.1. **(Added-AFDW)** Unit commanders must provide the installation traffic management activity an exemption statement for members who do not have a GTC.

3.5. International Travel. The official travel orders establish the official travel points. To arrange routes and reservations, the LGRD/CTO routes the traveler IAW DTR 4500.9R, Part I, Appendix O, GSA Airline City Pair Program, DoD 4500.54-G (**https://www.fcg.pentagon.mil**) and other appropriate industry publications and service directives.

3.5.1. The LGRD/CTO must obtain reservations from the AMC Passenger Operations Center by telephone or via GATES for international travel when available. If military or AMC contracted air transportation is not available, the LGRD/CTO must route travelers using the GSA Airline City Pair Program fares (when available) over the normally traveled route between the closest international airport serving the old or new PDS, the official TDY

location, or the designated privately owned vehicle (POV) port or vehicle processing center (VPC). Members desiring to select an alternate international airport between the losing and gaining duty stations; must be informed that this constitutes circuitous travel (PCS only), and must be processed IAW paragraph 3.10. All unapproved deviations/circuitous travel (e.g. personal travel detours from the usual traveled route) is the traveler's financial responsibility. Travel reimbursement must not exceed the government constructive costs between the old and the new duty stations.

3.5.2. A 10-day travel window is required for all PCS travelers; however, a 14-day window is recommended for members traveling with pets. For all other types of official travel (except emergency leave, short-notice, humanitarian travelers, retirements, etc.), it is highly recommended that each MAJCOM/LGRD establishes a travel window to ensure maximum utilization of available resources such as Patriot Express missions without mission degradation.

3.5.3. To establish a uniform entitlement for official travel cost comparisons, use the priority order of precedence for passenger airlift provided in paragraph **2.3** Guidelines in the following paragraphs establish the recommended primary ports for PCS, TDY and other transoceanic travel such as: circuitous travel, early return of dependents, student travel, etc. These guidelines do not apply to emergency leave.

3.5.3.1. For travel to and from Pacific Air Force's (PACAF) installations, use Seattle International Airport, or any available suitable AMC channel if available and if it meets mission requirements. If AMC is not available, use GSA City Pairs. If City Pair fares are not available use the best value commercial airfare that meets mission requirements. Example: PCS travel may originate/terminate at either the closest airport to the PDS or the VPC when a POV is actually shipped.

3.5.3.2. For travel to and from United States Air Forces in Europe (USAFE) and United States Central Command (USCENTCOM) installations, use Baltimore-Washington International Airport, or any available suitable AMC channel if available, and if it meets mission requirements. If AMC is not available, use GSA City Pairs. If City Pair fares are not available use the best value commercial airfare that meets mission requirements. Example: PCS travel may originate/terminate at either the closest airport to the PDS, VPC when a POV is actually shipped.

3.5.4. Travelers may request a rest stop on international flights at the CONUS/OCONUS port of entry in connection with official travel. Rest stops may be requested for international travel when offered by the airline carrier and it is at no additional cost to the government, and travel is conducted over the normally traveled route. A rest stop must not exceed 24 hours. Travelers must not be routed circuitously to take advantage of a rest stop. See JFTR, par.U4326 and JTR, par. C1709.

3.6. Excess Cost Collection for Official Travel. AMC fares, GSA Airline City Pair program fares or other government fares when available, are the primary method for determining official travel cost. Fares must be based on the air service available at the time of request (e.g., how much the travel cost would have been if LGRD/CTO had booked the travel). When the IBA is used, the traveler submits a voucher for reimbursement of authorized government travel costs only. When a CBA or GTR (SF 1169) is used and a member's travel request exceeds the authorized government cost, LGRD/CTO must initiate a DD Form 1131, **Cash Collection**

Voucher or DD Form 139, **Pay Adjustment Authorization**. These forms may be viewed at **http://web1/whs.osd.mil/**. Government constructive costs should be on the Passenger Name Record (PNR) and filed with travel voucher as appropriate for the following:

3.6.1. Circuitous travel.

3.6.2. DoD civilians space-required emergency leave (cash reimbursement basis).

3.6.3. Noncommand sponsored dependents, (AMC airlift or travel only).

3.6.4. Consecutive overseas tours (COT)/In-place (IPCOT).

3.6.5. Renewal agreement travel (RAT).

3.7. Permanent Change of Station (PCS) Travel. The local Military Personnel Section (MPS), Civilian Personnel Office (CPO) and the Deployment & Distribution Flight (LGRD) should jointly develop a local procedure for obtaining port calls. This request should be submitted NLT 90 days prior to the member's projected departure date. The LGRD/CTO secures travel reservations and provides confirmed flight or ship information back to the servicing MPF or CPO.

3.7.1. It is Air Force policy to offer PCS travelers confirmed port call reservations optimally 60 days and minimally 45 days prior to departure from the old PDS. Delays may impose personal hardships for service members or civilian employees and their family members. When the AMC Passenger Operations Center is unable to confirm a reservation within a reasonable period of time or the member begins to experience hardships associated with not having a confirmed port call, the LGRD should obtain commercial airline reservations to meet mission requirements. However, the LGRD must ensure that DoD 4500.54-G or other directives do not otherwise restrict such travel. The guidelines for order of precedence must be followed.

3.7.2. The gaining and losing commanders are responsible for de-conflicting reporting dates for members to maximize use of Patriot Express missions. The MPS provides PCS data sheets to both commanders and if signed by the losing commander, the port call may be changed and processed. The MPS or CPF initiates changes or cancellations for all port calls.

3.7.3. When concurrent travel is authorized, it must be included in the member's PCS order. Family members with concurrent travel approval in their sponsor's PCS orders, but electing to delay their travel over 120 days after the member departs, lose their concurrent travel status and non-concurrent dependent travel orders must be published by the servicing MPS.

3.7.4. All Air Force members, Air Force civilians, and family members are required to obtain government-procured transoceanic travel through the LGRD/CTO. LGRD/CTO must use DoD owned, -controlled or -contracted aircraft to move travelers to, from and within overseas areas, when available. Self-procurement of transoceanic official travel is not authorized unless specifically approved prior to travel.

3.7.5. During PCS travel delivery or pick up of a POV concurrent with PCS is defined as any vehicle transportation action performed entirely within a separate leg of PCS travel. All other PCS travel related to vehicle transportation actions are considered non-concurrent. For concurrent entitlements JFTR paragraphs U5431 C, D, and E apply. Non-concurrent members are authorized transportation allowances IAW JFTR paragraph U5413 B for transportation of a vehicle to/from a VPC/port by any means (commercial or personally

procured). If the vehicle is shipped non-concurrently with the PCS and members are in possession of orders, they are reimbursed round trip mileage from the old permanent duty station to the VPC/port at the current TDY mileage rate. For the purpose of receiving transportation allowances, there are no restrictions as to who may deliver or pick up the vehicle.

Note: Members are not authorized government procured transportation for this travel.

3.8. Early Return of Dependents (ERD) Travel (JFTR, par. U5900 and JTR par. C5450). The installation commander may authorize return of OCONUS command-sponsored dependents or the commanding officer designated by the Service Secretary concerned. Normally, requests are initiated by the sponsor and subject to approval on a case-by-case basis. The travel entitlement is from OCONUS to the place specified in the travel order.

3.9. Noncommand Sponsored Dependents. Reference DoD 4515.13-R, Chapter 2, paragraph C2.2.3.2.

3.10. Circuitous Travel. The Air Force defines circuitous travel as any route other than the one normally prescribed by the LGRD/CTO between the official places listed in members travel orders (JFTR and JTR). Members and their accompanying dependents that are command sponsored may be authorized circuitous travel in connection with PCS travel to, from, and between overseas areas. Members requesting circuitous travel are required to pay excess costs (if any) compared to the cost the government would have paid over the LGRD/CTO prescribed travel route. Use **Attachment 3** to make your request. The following are guidelines and examples for approval of circuitous routing:

3.10.1. Military members and their command-sponsored dependents may obtain approval for circuitous travel in connection with PCS travel (including separations and retirements). The circuitous routing authorization does not extend to other types of official travel (e.g., TDY, student travel, renewal agreement travel, emergency leave, etc.).

3.10.2. Command-sponsored dependents may accompany the member on the approved circuitous route or travel independently.

3.10.3. The authorizing official may approve circuitous travel for any travel performed on ERD, IPCOT, and deferred COT travel orders. If orders are generated through MPS, members must formally apply for circuitous travel. If generated at the unit level, member must obtain unit commander's approval prior to requesting travel. The LGRD/CTO must ensure circuitous travel routing is authorized in orders before issuing travel documents.

3.10.4. Circuitous routing must not be used to relocate dependents overseas when the sponsor is assigned to a restricted, remote or isolated area. ***NOTE:*** This does not apply to designated-location moves.

3.10.5. Space-available travel may be used in conjunction with space-required travel as long as space-available travel does not substitute for any single leg for which the traveler has a space-required entitlement. Reference DoD 4515.13-R, Chapter 6.

3.10.6. Travelers assume responsibility for all costs exceeding the normally prescribed route determined by the local LGRD/CTO.

3.10.7. Authorized travelers may self-procure through the CTO all commercial tickets, including the transoceanic portion in accordance with the approved (indicated in orders)

circuitous routing. Reimbursement must be limited to the cost of normal direct point-to-point routing for official travel. Reference paragraph **2.4** for foreign-flag carrier rules.

3.10.8. Requesting and processing circuitous travel. To apply for circuitous travel, the member must formally submit a request for application through the MPS to the LGRD/CTO.

3.10.8.1. Members stationed overseas must submit circuitous travel request at least 120 days before their Date of Eligibility for Return from Overseas (DEROS).

3.10.8.2. Members departing CONUS for overseas assignment should submit circuitous travel request, at a minimum, 90 days before departure and prior to issuance of orders.

3.10.8.3. Circuitous travel may be approved when it is in the best interest of the member's morale and welfare, and the applicant indicates that he/she has sufficient funds to defray the costs of that part of the travel, which the government does not pay.

3.10.9. Approval authority for circuitous travel resides with the servicing MPS with assistance being provided from LGRD/CTO. The LGRD/CTO must calculate the cost comparison and provide it to the MPS. The servicing MPS places the approved authority for circuitous travel in the member's PCS travel order. See **Attachment 3**.

3.10.10. The member is responsible for the following:

3.10.10.1. When circuitous travel is desired, ensure approval is annotated in PCS orders (including ERD, IPCOT and deferred COT) prior to traveling.

3.10.10.2. Travelers may procure circuitous travel from the CTO, or directly procure airline tickets from other sources when approved by the AO. The MPS must place a statement in the orders authorizing self-procurement.

3.10.10.3. If the member is authorized circuitous travel and chooses to travel by other modes (e.g., ship, rail, etc.), the member will receive reimbursement up to the authorized cost of the normal route as stated in the PCS travel order (including ERD, COT, and deferred COT).

3.10.10.4. Travel time in excess of normal routing is chargeable as leave.

3.10.10.5. The member and/or their dependents are responsible for complying with all border clearance requirements outlined in the DoD 4500.54-G for countries visited.

3.10.10.6. The member and/or their dependents must maintain copies of all travel documents to support voucher requests for reimbursement up to the government cost.

3.10.10.7. Transoceanic travel must be by U.S. flag carrier or by foreign flag carrier under a US code-share agreement. For more information on foreign-flag carriers see paragraph **2.4**

3.10.10.8. Reimbursement for travel on a foreign flag carrier is authorized if U.S. flag carriers are not available on the direct/normal route and not available on the circuitous route between the old and new permanent duty stations. (See JFTR, par. U3525-H and JTR, para. C3525-H)

NOTE: The LGRD/CTO must provide non-U.S. flag carrier availability statement prior to dates of travel.

3.11. Consecutive Overseas Tour (COT) and In-Place COT Travel (JFTR, par. U7200). Eligible members and their dependents are authorized travel and transportation for leave, at government expense, between COT or IPCOT. Air Force members and family members may travel to their home of record (HOR) or to any other points not to exceed the cost of travel to the HOR. Because this is Government funded travel, use of GSA Airline City Pairs Program is authorized. The use of tour packages is prohibited. Tour packages are expressly for leave travel and are not to be procured with appropriated funds. Members should visit their local MPS to determine COT entitlements and eligibility.

3.12. Transoceanic Travel by Ship (DTR 4500. 9-R; JFTR, par. U3655; and JTR, par. C3655). LGRD must book travel on Military Sealift Command (MSC) controlled ocean-going ships through SDDC/MTOPT-CP when they are authorized and available. On ships with two or more accommodation classes, use the lowest class accommodations available.

3.12.1. Military dependents may use ship transportation at government expense for PCS travel when they have verification of a medical condition precluding travel by air. Military members may accompany their dependents when any one of the dependents is approved to use surface travel. If the verification is from a civilian physician, a government physician must also verify the need for surface travel.

3.12.2. Civilian employees or their dependents may use ship transportation at government expense for PCS travel when they have verification of a medical condition precluding travel by air. If the verification is from a civilian physician, a government physician must also verify the need, for ship travel.

3.12.3. The orders-issuing authority or authorizing official must include authorization for ship movement in the travel order. The LGRD/CTO must instruct travelers to meet the port call and have passports, visas, immunization records, etc., in their possession before they begin travel. The member must satisfy all border clearance requirements and obtain necessary travel and entry documents.

3.13. Privately Owned Conveyance (POC) Travel Involving a Car Ferry. Per diem and reimbursement entitlements can be found in the JFTR, par. U5116-C3 and JTR, par. C4558-D. POC travel of this type does not exhaust the POV shipping entitlement in the JFTR, par. U5400 for a uniformed member. (Please see JTR, par. C5200 for employees.)

3.14. Alaska Marine Highway System. The Alaska Marine Highway System (AMHS) is an oceangoing car ferry service for transporting passengers, baggage, vehicles, and pets between the states of Washington and Alaska. Reservations may be arranged by the local CTO, or by contacting AMHS, phone at 1-800-642-0066 or (907) 465-8820. The primary method of payment is the Government Travel Card (GTC)**.** Reimbursement is limited to costs to move the member, authorized dependents, and a POV (pet shipments not included). Fees for use of the AMHS to transport one POV to a new PDS are reimbursable under JFTR, par. U5116-C3. Reimbursement of these fees does not preclude use of the POV shipping entitlement authorized in the JFTR, par. U5410 for uniformed members**.** (See JTR, par. C5200 for employee's shipping entitlement.)

3.15. Pet Shipments. Pet shipment on AMC flights is limited to two pets per family in permanent change of station status only. The traveler is responsible for all expenses related to the pet shipment and must comply with the carrier regulations. Reimbursement for shipping a pet is

not authorized for military members however, civilian personnel are authorized IAW JTR C5310D-8. The member may be reimbursed up to $550 for mandatory pet quarantine incident to PCS. Also, the traveler must ensure all general entry and health requirements are met prior to pet shipment. LGRD/CTO must assist with scheduling pets on AMC airlift. The combined weight of pet and container up to 150 pounds must be charged as excess checked baggage. The cost of excess baggage varies depending on the AMC channel and destination. AMC restricts weight for pets with kennels (container) up to 150 pounds. If pet spaces are unavailable or the pet exceeds weight restrictions (to include kennel/container), the traveler is solely responsible for shipping the pet with a commercial airline carrier. Non-availability of AMC pet space is not grounds for members to deviate from the DoD order of precedence outlined in paragraph **2.3** Reference DTR 4500-9-R, Part I, Chapter 103, paragraph J1. Pets defined as cats or dogs only.

3.16. Temporary Duty (TDY) Travel. Air is the primary transportation mode for DoD personnel. Surface transportation may be approved by authorizing/order-issuing official or a competent authority for operational requirements (e.g., mission must be performed on a ship, medical, etc.), not for personal conveniences.

3.16.1. TDY travel should originate from the most rate-favorable point serving the member's duty station or place ordered to duty to obtain the best value travel arrangements for mission accomplishment. Travel orders must specify where authorized travel may originate and list all official travel segments. For privately owned conveyance travel refer to JFTR, Chapter 4, Part K or JTR, Chapter 4, Part H. ***NOTE:*** Circuitous travel is not part of TDY entitlements and is not authorized at government expense.

3.16.2. Reasonable adjustments to the traveler's schedule must be made by travelers and their orders issuing official to ensure maximum utilization of Patriot Express airlift for transoceanic travel. The traveler must review mission needs and validate the reason for non-use of Patriot Express airlift in writing to LGRD (Use **Attachment 2** for Mission Impact Statement). Unit commanders/authorizing officials must review and approve all travel requests.

3.16.3. Bearing in mind that the use of CTO is mandatory DoD policy, the squadron commander or equivalent authority must approve authorization to self-procure transoceanic transportation with sufficient justification. Approval authority must not be delegated. LGRDs must provide a statement only if the traveler's official travel requirements cannot be satisfied. Orders must be annotated with the following statement: "Traveler authorized to personally procure transoceanic transportation." (Reference AFI 65-103, paragraph 3.3.16)

3.16.4. Travelers ordered to TDY while on Leave (JFTR. Par. U4105-F) applies only if the need for the TDY is unknown to the member prior to the member's departure on leave. If the TDY is known by the member before departure on leave, the member is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. City Pair airfares are not authorized for use to/from the leave point if the TDY requirement is known before leave is begun (APP P2).

3.17. Funded Emergency Leave (EL) Travel. When eligible members and dependents permanently assigned to an OCONUS location receive notification of a family emergency away from their duty station they may request travel orders to the emergency location. Once the member's commander or the delegated authority has determined emergency travel is authorized, the member and/or family member(s) are entitled to government funded round-trip transportation

in accordance with JFTR, par. U7205 and DTR 4500.9-R, Part 1, Chapter 102. See AFI 36-3003, *Military Leave Program*, for specific guidelines. ***NOTE:*** Members and employees on TDY and in certain instances members and dependents stationed in the CONUS may have an emergency leave entitlement. Different entitlements apply to emergency leave; consult the DTR 4500.9-R and JFTR or JTR for specifics.

3.17.1. When AMC contracted airlift is not available, commercial air must be used. Do not delay the EL traveler(s) pending available Patriot Express missions.

3.17.2. Clarification for authorized origins and destinations can be found in the JFTR, pars. U7205 and U7206, and JTR, par. C7350-C, and must be used to determine all authorized entitlements.

3.17.3. Reference DoD 4515.13-R, Table 2-1 when travel is on a DoD-owned or -controlled aircraft to determine eligibility and privileges.

3.17.4. When transiting the CONUS to travel from one overseas theater to another overseas theater, travel will be at government expense.

3.17.5. EL is authorized from OCONUS PDS to either:

3.17.5.1. The CONUS international airport nearest to the location from which the member/dependent departed to which a scheduled direct flight is available along a normally traveled international route; or

3.17.5.2. Any other CONUS airport closer to the traveler's destination if the transportation cost to the other airport is less than the transportation cost to the international airport described above. **Note:** This creates a cost limit to be used for transportation.

3.17.6. It is important the CTO work with each traveler to provide the best travel options/costs:

3.17.6.1. First, the CTO will establish a baseline/authorized travel cost using GSA City Pair from the PDS to the nearest CONUS international airport.

3.17.6.2. Second, the CTO will search GSA City Pairs, military furlough and public fares that best accommodate the traveler's desires (times, dates, and destination).

3.17.6.3. If the cost is cheaper to the EL destination vice the authorized baseline cost, the CTO will issue the tickets at no additional cost to the member (the CTO may use the City Pair fare if the cost is less than the baseline cost) (JFTR U7205).

3.17.6.4. If the cost to the EL destination is higher, the CTO will annotate the PNR with the authorized cost and ensure member understands and pays the additional costs (do not use a City Pair fare if higher than the baseline City Pair).

3.17.7. The travel order must reflect the authorized travel cost to allow the Air Force Financial Services Center to properly pay the traveler(s).

3.17.8. Use the member's GTC for EL travel costs whenever possible.

3.18. Funded Dependent Student Travel. Eligible uniformed service members and employees stationed overseas are authorized round-trip transportation for their student dependents attending formal education programs, to include vocational education. An annual trip for educational travel

is one round-trip at anytime within a fiscal year to and from the members duty station (1 Oct through 30 Sep). Uniformed service members need to contact their personnel office for program details. ***NOTE:*** The dependent student transportation entitlement does not apply to cadets attending service academies as stated in JFTR, par. U5260-D.4.d. Also see JTR, par. C5120.

3.18.1. The overseas MPS must issue travel orders with fund citations for authorized student travel.

3.19. Renewal Agreement Travel (RAT). Civilian employees who are eligible for Renewal Agreement Travel (RAT) must obtain official travel orders from their servicing personnel office stating authorized travel location and/or reimbursement allowance. Employees may select an alternate point, but must be stated in the orders. However, travel to the alternate point cannot exceed the authorized cost for travel between the old PDS and the place of actual residence and return to the old or new PDS as the case may be. Multiple alternate points are not authorized. Employees must arrange travel through LGRD/CTO. Reference the JTR, Chapter 5, Part K, for guidance.

3.20. Invitational Travel Authorization (ITAs). Invitational travel is official travel primarily involving non-governmental personnel, including spouses and other family members as stated in JTR/JFTR, Appendix E. If approved, the LGRD/CTO must arrange official travel for individuals traveling on ITAs IAW the procedures in paragraph **2.1** Commander, MAJCOM; Commander, Intermediate Echelon; and Commander of a Wing, Group or Squadron may issue ITAs when delegated by the responsible major air command. Requests for travel approval should be submitted at least 20 working days prior to the anticipated date of travel. All requests must be forwarded through appropriate channels in the same manner as requests for exception to policy. **NOTE:** The approval process may be different when use of MILAIR is desired (see DoD 4515.13-R, Chapter 10).

3.21. Foreign Military Sales (FMS) Travel. DoD personnel whose travel is funded by Foreign Military Sales (FMS) case money provided by a foreign government are bound by the normal routing for DoD travelers, unless otherwise stated in the U.S. Government, Letter of Offer and Agreement. These terms must be annotated on the travel orders; otherwise LGRD/CTO must procure transportation according to the order of precedence as specified in **Chapter 2**, paragraph **2.3**, producing the best value for expending funds. Refer to AFMAN 16-101, *Internal Affairs and Security Assistance Management*, and AFI 16-201, Air Force Foreign Disclosure and Technology Transfer Program, chapter 5, paragraph 5.8, for more information.

3.21.1. FMS-funded travel is chargeable directly to the FMS funds shown in the travel orders. In addition, FMS travel that is not funded by the U.S. Government is eligible for GSA Airline City Pair Program fares when the traveler is a DoD uniformed service member or a DoD civilian. Contractors may not use City Pair fares.

3.22. Transporting Human Remains, Escorts, and Relatives of Personnel Attending Group Burials. Transportation Officers/Installation Transportation Officers and mortuary affair officers satisfy travel provisions in AFI 34-242, *Mortuary Affairs Program*, JFTR, Chapters 4, 5, & 7, and JTR, Chapter 6. LGRD must work closely with mortuary affairs for arranging transportation of human remains. Government aircraft is normally used to move human remains between OCONUS points or to the CONUS aerial port of debarkation (APOD), and in certain overseas locations, commercial air cargo must be used. The normal mode for movement of human remains within CONUS is commercial air or other means that meet specific requirements.

3.22.1. Escorts (military or civilian) for the remains of deceased Air Force military personnel or their family members are authorized travel as provided in the JFTR, par. U5950

3.22.2. Escorts (military or civilian) for the remains of deceased civilian personnel are authorized travel expenses as provided in the JTR, par. C5880.

3.23. Individual Mobilization Augmentee (IMA). IMAs may use GSA Airline City Pair Program fares when traveling to perform Inactive Duty Training. DoDI 4515.16, *Use of General Services Administration (GSA) Contracts for Air Passenger Transportation Services (GSA City Pair Program) for Attendance at Inactive Duty (IDT) Assemblies*, and AF/A4L Message R191135Z Nov 99 outline these procedures. Reference **http://arpc.afrc.af.mil/orders/travel.htm** for more information.

3.24. Ready Reserves Called to Active Duty. Members of the Air Force Reserves and Air National Guards coordinate travel arrangements when they receive orders to perform active duty. LGRD/CTO provides round trip reservations for members on DoD –owned, -controlled, or –contracted aircraft when DoD service is not available to meet civilian employment commitments.

3.25. Non-Appropriated Funds (NAF) Employees. NAF military members and U.S. civilian NAF officials or employees performing official travel on orders are mandatory users of GSA Airline City Pair Program and must follow the order of precedence for air travel as stated in paragraph **2.3** Non-U.S. citizen employees of NAF activities are authorized NAF funded transportation in overseas areas in accordance with the terms of the employment contract. NAF travelers may travel on MILAIR or contracted aircraft when issued NAF travel orders. NAF contractors may not travel on ITAs and cannot use GSA Airline City Pairs fares. NAF orders cannot be charged on an Air Force CBA. See DoD 4515.13-R, Chapter 2 for additional information.

3.26. Contractor Travel. Government contractors may travel by MILAIR and AMC contracted chartered aircraft when issued a Letter of Authorization (LOA) and are eligible under DoD 4515.13- R, Chapter 2, paragraph B.9. See JTR/JFTR, Appendix E, Part I, for requirements when issuing an LOA. Government contractors are prohibited from using GSA Airline City Pair Program fares. Contractors may submit an LOA to a vendor for a discount on rail, hotel/motel or car rental. However, the vendor is under no obligation to give the contractor a government discount. Some carriers may offer a reduced airfare.

3.27. Air Force Aero-Club Aircraft or Other Fly-It-Yourself Rental Aircraft. Use of rental aircraft must be approved in the travel order IAW AFI 65-103. LGRD is not required to make arrangements for such services but should brief travelers on authorized reimbursements according to JFTR, par. U3210 and JTR, par. C4703-B.

3.28. Accompanied Baggage. Accompanied baggage is the free checkable baggage authorized for movement with a traveler as part of their transportation ticket. Most Airlines no longer offer free checked baggage, therefore official travelers should be prepared to pay the charge at check in and file for reimbursement on the travel voucher. Some airlines offer waivers for active duty military traveling on orders, but this is a courtesy, and is usually determined at the ticket counter. Each Airline Carrier's baggage allowance vary therefore, travelers are encouraged to plan ahead and contact their carrier directly or visit their web site to determine the allowed baggage before traveling. Baggage allowance rules for international travel on foreign carriers vary by country

and may authorize less weight and use kilograms to monitor weight versus pounds. Verify weight restrictions and the weight of your baggage with the airline before traveling.

Note: Carrier baggage allowance vary therefore, passengers should refer questions to respective carriers for baggage allowance.

3.28.1. Excess accompanied baggage must be approved by the orders issuing official and annotated in the traveler's orders, IAW AFI 65-103, AFI 65-109, AFI 65-114, and AFI 36-2102. Travel orders must be annotated with the following statement, "___pieces, ___lbs. excess accompanied baggage authorized". Travelers must pay the excess baggage charges directly to the servicing airline at the time of flight check-in and claim reimbursement on the travel voucher. The preferred payment for excess baggage is the government travel card. The traveler may also elect to mail the excess baggage at any U.S. postal office and file for reimbursement (See DTR 4500.9-R, Part 1, Chapter 103-F.1; JFTR, para. U3105 and JTR, para. C3105

3.28.2. Federal Aviation Administration (FAA) security regulations generally prohibit travelers from carrying operable weapons in the passenger compartment of civil aircraft during peacetime. Individual airlines may grant exceptions to their regulations when a traveler requires a weapon for official duties during flight. LGRD/CTO must contact the appropriate carrier when coordinating flight reservations to ensure authorized personnel may bring weapons aboard.

3.28.3. Code of Federal Regulations 14, Chapter 108, Part 108.11 permits carriers to allow DoD travelers to carry weapons in passenger compartments when the entire civil aircraft is chartered or contracted for the military services during contingency operations or for training exercises.

3.28.4. Commercial airlines may permit travelers to transport government-owned weapons and ammunition in baggage compartments when CTO or LGRD notifies the carrier in advance. Ammunition for individual weapons cannot be transported in checked baggage or as a carry-on on board AMC Patriot Express missions departing AMC gateways. Ammunition must be certified and shipped as freight from military installations.

3.29. Vehicle Rental. The base CTO/ LGRD are responsible for obtaining rental vehicles for official travel when authorized in the traveler's orders. They reserve the most economical vehicle that can satisfy the traveler's official requirement. The CTO will consider rental vehicles under the DoD Car Rental Agreement when making the reservations.

3.29.1. In the United States and several foreign countries limited collision insurance is available to travelers at no additional charge under the DoD Car Rental Agreement. Personal accident insurance, personal effects coverage, or other optional coverage may be offered to the renter but is not a prerequisite for renting a vehicle, and its cost is not reimbursed. In countries where theft insurance is a mandatory charge, those charges can be shown separately from the rental rate and collision damage waiver charges. Outside of the United States (and outside non-foreign OCONUS areas), travelers may be reimbursed for these additional charges if the insurance is required by the rental agency to provide full coverage insurance. In foreign OCONUS areas, travelers may be reimbursed for additional mandatory insurance coverage charges. Reimbursement may also be authorized for certain classified special operations.

3.29.2. Air Force travelers on official business who rent vehicles at an overseas location may need an international driver's license, which they can obtain from most automobile clubs.

3.29.3. The traveler must coordinate use of rental vehicles for other than official business with the rental car companies. Any additional charges or requirements for collision insurance are the sole responsibility of the traveler.

3.29.4. Damage to rental vehicles. Requests for payment for damage to vehicles rented pursuant to orders are approved by the orders authorizing official. The requests may be from the traveler or from the rental company. Prior to acting, the orders authorizing official forwards the request to the Staff Judge Advocate and DTMO for review. The package should contain the documents outlined in the DoD Financial Management Regulation Volume 9, Chapter 4

3.30. Frequent Flyer Program Benefits. Government travelers on official business at government expense that are frequent flyer program members may keep points or miles, upgrades, or access to carrier clubs or facilities for personal use. The promotional material must be obtained under the same terms as those offered to the general public and must be at no cost to the government. Air Force personnel when using their frequent flyer miles to upgrade to business or First Class shall not wear a uniform or allow a rank or grade to be associated with an upgrade. Please note that membership in frequent flyer programs is not justification to override the requirement (in future reservations) to utilize assigned contract carriers through the GSA City Pairs Program.

3.31. Multiple Airports Servicing CONUS Origins/Destinations. Passengers should not be routed to an airport farther away from origin or destination airports based solely on a lower airfare. When arranging transportation, the CTO must route passengers using the best value that meets mission requirements within established guidelines, local policies and business rules which may include, but not limited to, authorized/establish commuting radius. Per diem, travel time, most direct route, authorized GSA contract carrier versus alternate carrier/airport, and rental car costs should be considered in factoring best value. If a traveler's request does not follow the order of precedence for travel in paragraph **2.3,** or the airfare is more expensive, the final determination rests with the AO/order issuing official.

3.32. Unique Control Numbers (UCN). Upon confirming reservations, GATES automatically assigns a UCN for travelers. LGRD annotates travel orders as required in DTR 4500.9-R for travel aboard AMC international airlift.

3.32.1. The UCN is annotated on four copies of the travel order in the upper left hand corner and is distributed as follows:

3.32.1.1. LGRDs retains one station file copy.

3.32.1.2. Two copies to the member, one to turn in at the AMC terminal prior to travel and the other one to file with their travel voucher.

3.32.1.3. LGRDs forward a copy to the local FSO for TDY travelers only.

3.33. Travel on Military Aircraft (MILAIR). Patriot Express is an AMC-contracted commercial air service and is not considered MILAIR. MILAIR travel, often provided by Operational Support Airlift (OSA), is a premium mode involving high cost and limited resources (reference paragraph **3.37**). MILAIR is used for high-priority missions and movement of

passengers and cargo to meet mission sensitive requirements. MILAIR should not be used when commercial air, including AMC-contracted (Patriot Express) service, is able to meet the traveler's departure and/or arrival requirements within a 24-hour period. Exceptions that would make commercial air transportation impractical would include an unusual circumstance that presents a clear and present danger, an emergency exists, use of MILAIR is more cost-effective than commercial air, or other similar compelling operational considerations.

3.33.1. Required Use MILAIR Travelers. The SECAF and CSAF are the only Air Force required users as designated by SECDEF in DoDD 4500.56 Enclosure 3. Travelers must document their travel on DD Form 2768 and sign their request as the senior traveler and authorizing official. Due to their continuous requirement for secure communications, security reasons or for responsive transportation to satisfy exceptional scheduling requirements dictated by frequent short-notice travel, making commercial transportation unacceptable. Reference DoDD 4500.56, enclosure 3 for a list of DoD officials designated as "Required Users" (Tiers 1 & 2) by the Secretary of Defense (SECDEF).

3.33.2. Use DD Form 2768, **Military Air Passenger/Cargo Request**, to obtain and document airlift support. Members may not make back-up commercial reservations when travelers have requested any type of MILAIR support. (Prohibition of Dual Commitment reference **3.1**)

3.34. MILAIR Payment . LGRD/CTO must ensure all travel orders contain a Customer Identification Code (CIC). The 15-digit CIC code is required by AMC for billing purposes. If the travel order does not contain a CIC, advise the traveler to, and/or, contact the AO to request amendments to the order. For contractor billing procedures, reference DoD 4515.13-R, Chapter 2, paragraph B.9.C. For non-DoD traveler billing procedures, reference the non-DoD tariff rates in GATES or the web site at U.S. Government DoD Airlift Rates and Non-U.S. Government Airlift Rates **https://www.amcfm.scott.af.mil/FMB.htm**. In cases where a CIC is unavailable, the complete billing address must be annotated in the travel order for AMC billing purposes.

3.35. Opportune Airlift. This is a generic term for all MILAIR not otherwise classified as OSA, Special Assignment Airlift Mission (SAAM), AMC channel, Special Airlift Mission (SAM), etc. It is space-available, non-revenue generating SAAM traffic. Use the procedures in DTR 4500.9-R, Part I, Appendix A and B for requesting a SAAM.

3.35.1. Users may submit an unsupported travel requirement to their SAAM validator. They may also find their own MILAIR (e.g., ANG, AFRES, operational, etc.) and submit the mission for validation to their SAAM validator.

3.36. Operational Support Airlift (OSA). OSA is a form of MILAIR. See DoDI 4500.43 and DoDD 4500.56.

3.36.1. Travelers must document their travel on DD Form 2768 and sign their request as the senior traveler and authorizing official.

3.36.2. MILAIR travel requests for all Air Force personnel must be approved in advance. SECAF designates the following Air Force approval authorities for the use of government aircraft and air travel, as it relates to the approval of use of MILAIR via DD Form 2768, *MILITARY AIR PASSENGER/CARGO REQUEST* to meet DoD Policy requirements (IAW DoDI 4500.43, May 18, 2011 and DoDD 4500.56 Incorporating Change 1, May 11, 2010):

3.36.2.1. SECAF approves SAF/US and SAF/AA requests;

3.36.2.2. SAF/AA approves Secretariat requests;

3.36.2.3. CSAF approves AF/CV requests;

3.36.2.4. AF/CV approves MAJCOM/CC's requests (when travel is primarily for Air Force purposes) and AF/CVA requests;

3.36.2.5. AF/CVA approves Air Staff, FOA and DRU requests;

3.36.2.6. MAJCOM/CC's approve their MAJCOM/CV requests;

3.36.2.7. . MAJCOM/CV's approve their MAJCOM staff and subordinate requests; and,

3.36.2.8. Combatant Commander (COCOM) approves MAJCOM/CC's requests when travel is primarily for COCOM purposes.

3.36.3. All travelers (except those in PACAF and USAFE) submit their MILAIR requests to AF/CVAM for validation and routing to the appropriate office for approval.

3.36.4. MILAIR requests must include a commercial air cost estimate, full justification for use of MILAIR and a statement that alternate means such as VTC or web-based communications are not sufficiently able to accomplish travel objectives. See both DoDI 4500.43 and DoDD 4500.56, Enclosure 3 for determining commercial air travel costs.

3.37. Common User Airlift on Operational Support Aircraft (OSA) Missions. Common User Airlift may support OSA group travel requirements (e.g., CAPSTONE, TOPS IN BLUE, CIVIC LEADER PROGRAMS) and other validated OSA missions. The Air Force supports such missions and other travel requirements as Special Assignment Airlift Missions (SAAM). The following exception applies to CAPSTONE CONUS Field Trip Travel only: "When CAPSTONE fellows are moved aboard mobility aircraft for the purpose of demonstrating the capabilities of the aircraft and the enroute support structure, the point-to-point transportation of the fellows becomes incidental to the capability demonstration. Therefore, use of training missions in this case is appropriate. Training flights used to carry CAPSTONE fellows should not include repetitive sorties on which the fellows are seeing similar elements of the Air Mobility Mission".

3.37.1. Essential Air Mobility activities on such capability demonstration sorties (e.g., Intra- or InterTheatre airlift, Airdrops, and Air Refueling) provide aircrews the opportunity to fulfill training requirements. On those capability demonstration missions identified by AMC for each CAPSTONE course, training missions must be logged using training hours. All CAPSTONE missions are handled as SAAMs for the purposes of command and control in order to ensure the success of these high-priority/visibility missions.

3.37.2. MAJCOMS, in coordination with users, must program funds for group travel missions they sponsor, including civic leader groups. AMC must also POM for NON-MAJCOM group travel SAAM requirements such as DoD, HQ USAF, and other NON-MAJCOM sponsored OSA missions.

3.38. Customs and Border Clearance. OCONUS travelers must meet all customs and border clearance requirements. Travelers must have passports, visas, immunization records and all other required travel documentation in their possession before they begin their travel. See DoD

4500.54-G, DoD 5030.49-R, AFI 24-401, AFI 24-402, AFI 24-403, and AFI 24-404 for further guidance.

3.39. Security Considerations for OCONUS Travel. Security of DoD travelers overrides all other routing considerations. See DoD 4500.54-G for guidance.

3.40. Entitlement Extensions for Retirements and Separations. Extension requests beyond established entitlement expirations must clearly demonstrate hardship circumstances for the uniformed service member and/or dependents. A written justification along with supporting documentation (i.e., proof of home of record, place of entry, medical, educational, training, spousal employment, housing, etc) is required. The Home of Selection Travel and Transportation Entitlements worksheet is required prior to retirement. Forward extension requests to the following, based on the subject.

3.40.1. The Personal Property Activity Headquarters (PPA HQ)/Excess Cost Adjudicating Function (ECAF) San Antonio is the extension approval authority for household goods when a member is hospitalized, receiving medical treatment, home of record (HOR), place from which called or ordered to active duty (PLEAD), education and training purposes, or for other deserving cases (e.g. construction of retirement home).

Mailing Address:
PPA HQ/ECAF
2261 Hughes Avenue, Suite 159
Lackland AFB, TX 78236-9857
Email: hqppa.ecaf-ext@us.af.mil

3.41. Defense Office of Hearing and Appeals (DOHA) Claims. Under Title 31, US Code, Section 3702, DOHA settles travel and transportation claims for members of the uniformed services. Prior to July 1996, the General Accounting Office settled such claims under that statute. The Accounting and Finance Office is the point of contact for all DOHA claims.

3.42. Application for Correction of Military Record. The Air Force Board for Correction of Military Record (AFBCMR) is established under the authority contained in Title 10, US Code, Section 1552. This statutory authority is the highest administrative appeal in the USAF for reimbursing official travel and transportation claims including DOHA rulings when justified. The final determination is based on the information submitted to the AFBCMR, and each case is decided only after careful consideration of the evidence presented, with the burden of proof resting on the applicant. MPS is the POC for processing DD Form 149, **Application for Correction of Military Record**. See AFI 36-2903, Air Force Board for Correction of Military Records for processing instructions.

3.43. Instructions to Travelers. LGRD /CTO give travelers essential travel information on the following:

3.43.1. Traveler's responsibility for safeguarding, handling, and using all travel documents including GTRs (SF 1169), carrier tickets, and meal tickets as applicable.

3.43.2. Reservations, cancellations and overbooking policies.

3.43.3. Routings, itineraries, transfer points, local transportation to include ground transportation, and rental vehicles.

3.43.4. The traveler may keep promotional material including frequent flyer miles and payments from the carrier for voluntarily vacating a seat. Additional per diem may not be paid as a result of the delay in the travel in this case. See JTR, pars. C1200 and C1205, and JFTR, pars. U1200 and U1205 for more detailed information.

3.43.5. The traveler may not keep compensation for "denied boarding" when an airline does not allow a traveler to board an overbooked flight the airline owes the government compensation. Travelers must turn in any form of compensatory payment they receive from carriers to the finance office with their travel voucher.

3.43.6. Turn in any unused documents to LGRD/CTO at their permanent duty station.

Chapter 4

TRAVEL DOCUMENTATION AND BILLING

4.1. General. Documentation of travel with associated charges and payments is a joint responsibility of the traveler, authorizing official, LGRD, CTO and FSO. Documentation, whether in paper or electronic form, is used for travel authorization, travel vendor charges and payments, traveler reimbursement, auditing purposes, and data collection for management information system reports.

4.1.1. In an effort to streamline travel policy and procedures, LGRDs must take positive steps to eliminate use of the GTR (SF Form 1169). The elimination of the GTR is consistent with efforts to reengineer the transportation documentation and financial processes and to embrace charge vehicles for payment of transportation services. Thus, the preferred payment method for passenger travel is the Government Travel Card (GTC). If, however, a GTR is used as the payment method, the policy and procedures for GTR usage at paragraph **4.3** must be followed.

4.1.2. Mandatory Use of the GTC. The Travel and Transportation Act of 1998 (Public Law 105-264) requires use of the GTC as the method of payment/reimbursement for official travel expenses. The GTC encompasses the Individually Billed Account (IBA), the Centrally Billed Account (CBA) and the Unit Card. The requirement for mandatory use of the travel card applies to uniformed service members, DoD civilian personnel, and members of the USAFR and ANG while in federal service (Title 10 status). Use of the IBA is the mandatory method of payment/reimbursement for cardholders.

4.1.2. **(AFDW)** Unit account coordinators are responsible for unit cards. Responsibilities include reconciling all the card transactions, resolving transaction disputes, and retaining required records.

4.1.3. Transportation charges are as follows.

4.1.3.1. Transportation charges for airline, bus and rail tickets may be billed to the CBA. The local LGRD must determine valid use of the CBA and reconciliation procedures (**Attachment 5**).

4.1.3.2. Use of the IBA is mandatory as a method of reimbursement for official travel associated charges where a charge card can be used such as: ticketing, lodging, rental car, meals, etc. The IBA can only be used to obtain ticketing and services directly associated with official government funded travel.

4.1.3.3. The Unit Card is intended for use in group travel situations. Examples are presidential aircrews, academy athletic teams, and bands. The unit card can be used for official charges associated with travel.

4.1.3.4. The traveler is required to use the CTO for making official travel arrangements and ticketing if the CTO is available. When the CTO is available, but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the government would have paid if the arrangements had been made directly through a CTO. The IBA, CBA, and Unit Card are the only methods of payment to be used.

NOTE: Advance approval by the AO is required for all travelers desiring to self-procure official travel, and it must be included in the official travel order.

4.1.3.5. MAJCOM commanders may decide whether transportation charges for official transportation travel are billed to CBAs or IBAs or a mix. MAJCOM commanders may also delegate this decision to their base or installation commanders.

4.1.3.6. CBA and IBA Reconciliation and Refund Procedures. LGRD, in conjunction with the CTO and FSO, must develop local procedures in meeting installation requirements and guidelines outlined by the Prompt Payment Act. See **Attachment 5**.

4.2. Maintaining Records. At a minimum, LGRD must retain a copy of orders for CBA and either a copy of the ticket, passenger name record (PNR), or AF Form 529, **Request for Air Carrier Services**, for each CBA transaction processed. Additional documentation such as justification for non-use of GSA Airline City Pair Program fares, Patriot Express missions, etc. must also be retained. GTR and CBA ticketing documentation must be grouped and filed together for reconciliation purposes and forwarded as determined by the supporting FSO and DFAS Field Site. There is no requirement to retain a copy of orders, PNR or additional documentation for tickets purchased via IBA.

4.3. Deployment & Distribution Flight (LGRD) Control of Government Transportation Request (GTR, (SF 1169)), Meal Tickets, Passenger Warrants. Blank GTRs (SF 1169), meal tickets, and Passenger Warrants (formerly MTWs) are examples of accountable forms. Maintain a complete audit trail when they are transferred.

4.3.1. LGRD must store blank GTRs (SF 1169) in a locked container.

4.3.2. Record each GTR (SF 1169) issued on an automated form or AF Form 1332, **Government Transportation Request and Meal Ticket/Register**.

4.3.3. Dispose of records in accordance with AFI 33-364, *Records Disposition – Procedures and Responsibilities*.

4.3.4. Do not issue GTRs (SF 1169) for the following:

4.3.4.1. For unofficial or leisure travel.

4.3.4.2. For preparation by individual travelers, except when the traveler is appointed as an acting transportation officer.

4.3.4.3. To travel agencies. This restriction does not apply to travel agencies approved by AF/A4LE.

4.3.4.4. For military furlough and leave fares.

4.3.4.5. To members being separated or released from active duty, unless the finance office certifies separation Monetary Allowance in Lieu of Transportation (MALT) entitlements will not be paid. File a copy of the certification with the issued tickets.

4.3.4.6. For transportation costs less than $50.

4.4. Disposing of Unused GTRs (SF 1169), Transportation Warrants, Exchange Orders, Carrier Transportation Credit Refund Applications, and Carrier Tickets. Travelers must understand these forms are accountable and must turn in any unused documents to the LGRD/CTO at their permanent duty station. Turn in should occur within five days to ensure

proper credit is processed in a timely manner against the government travel card. Sign and attach a statement to the ticket, indicating the date, hour and reason for canceling or changing seating or sleeping accommodations.

4.4.1. LGRDs/CTOs receiving unused travel documents must do the following:

4.4.1.1. Document receipt for unused tickets (Use of DD Form 730, **Receipt for Unused Transportation Request and/or Tickets, Including Unused Meal Tickets**, is optional).

4.4.1.2. File the receipt per local procedures for receipt of unused tickets.

4.4.1.3. Send the receipt, voided unused ticket(s) and other pertinent documentation to the issuing LGRD/CTO for proper disposition.

4.5. Destroying Unused, Damaged, or Canceled Travel Documents. Units may transfer all Unused GTRs to HQ AFCENT A4RA/T since they are used within their AOR. Coordinate transfer with HQ AFCENT A4RA/T by emailing: **usafcenta4rat@afcent.af.mil.** Mark "Canceled" or "Void" across the face of the original unused, damaged, or canceled GTRs (SF 1169), transportation warrants, and meal tickets. (Refer to DTR 4500.9-R, Part I, Appendix L). Dispose of them in accordance with AFI 33-364 *Records Disposition – Procedures and Responsibilities*. Dispose of the remaining copies as ordinary trash.

4.6. Reporting Tickets or GTRs (SF 1169) Lost or Stolen

4.6.1. For lost or stolen GTRs (SF 1169), LGRD sends a report immediately, by message, to the paying office shown on the "billed to" portion of the transportation procurement document. Include payee's name (if applicable), the serial number of missing documents, and a statement explaining the loss or theft. For loss of commercial airline tickets, LGRD must file a lost ticket application and initiate follow-up actions, as needed.

4.6.1.1. If lost or stolen GTRs (SF 1169) were fully or partially completed, provide the serial numbers to the CTO, carrier or local travel agents and advise them not to honor identified lost/stolen documents. Follow-up, in writing, and forward information to the appropriate Defense Finance and Accounting Service (DFAS) Office.

4.6.1.2. LGRD's who have blank GTRs (SF 1169) lost or stolen while in their custody must immediately notify, in writing, their local publication distribution office (PDO), and their appropriate finance office (i.e., DFAS), Offutt AFB, NE 68005-1920. Give the serial number or numbers of the missing GTRs (SF 1169) and circumstances surrounding the loss or theft.

4.6.2. Tickets or GTRs (SF 1169) Lost While in Custody of Traveler.

4.6.2.1. Travelers who lose their tickets/GTR (SF 1169) must notify the carrier and issuing LGRD/CTO immediately, and complete a carrier lost ticket refund application. Travelers must purchase transportation with personal funds. If travelers do not have sufficient funds, LGRD may issue a replacement ticket on a cost charge basis. See paragraph **4.11** for cost charge authorization procedures, and reference DTR 4500.9-R.

4.6.2.2. After completing the travel, they may request reimbursement on their travel voucher upon receipt of airline non-use verification. Dependents of service members may obtain cost charge transportation under JFTR, par. U5237; and civilian employees under

JTR, pars. C2255 and C2256. ***NOTE:*** Civilian travelers must also ask civilian personnel for specific documentation needed for cost charge transportation.

4.7. Carrier's Compliance with GTR (SF 1169). All commercial carriers must comply with information on the GTR (SF 1169). The Air Force does not pay excess costs that may arise when the carrier deviates from routes, mode, or accommodations, even though the changes may result from oral instructions. The carrier may provide transportation or accommodations only for the exact number of persons shown on the GTR (SF 1169). For emergency situations, LGRD will keep a minimum of 25 GTRs on file.

4.8. Furnishing Transportation to Military Personnel without Funds (Cost-Charge Travel). When members of the uniformed services report to Air Force bases without funds and need transportation to their duty station, LGRD provides cost-charge transportation.

4.8.1. For members with PCS or TDY orders, cite the original order and appropriation shown as the authority. LGRD initiates a DD Form 139 for member. The member receiving cost-charge transportation must complete a certificate in triplicate, stating that they agree either to pay the cost involved or to authorize collection from their pay. Give the original certificate to the member and place the duplicate copy in the file with the travel documents, and forward a copy of the cost charge GTR (SF 1169), the DD Form 139 and orders to the appropriate finance center:

4.8.1.1. Army personnel: DFAS Centralized Pay Operation; ATTN: JUMPS Cross-Disbursing, Dept. 20; Indianapolis, IN 46249-0601.

4.8.1.2. Navy personnel: Disbursing officer of member's ship or station.

4.8.1.3. Marine Corps personnel: Marine Corps Finance Center; Code (SD2R); Kansas City, MO 64197-0001.

4.8.1.4. Coast Guard personnel: Commandant (FP), U.S. Coast Guard Headquarters, 2100 2nd St. SW, Washington, DC 20593.

4.8.2. For members without orders, the LGRD may issue transportation to active duty members without funds on ordinary leave, AWOL, deserters, and absentees, to return to their permanent duty station. LGRD instructs the member to go to the base MPS for orders. The local MPS must issue orders containing appropriations cited by the Headquarters, Air Force Personnel Center (AFPC). An officer receiving cost-charge transportation must sign a certificate (in triplicate) stating that they agree to pay the cost involved or authorize collection from their pay, give the original certificate to the member, forward a copy to servicing FSO, and place a copy in the file with the travel documents. See DTR 4500.9-R, Part I, Appendix L for more information and an example.

4.8.2.1. Air Force members receiving a cost-charge fund citation from AFPC do not require a DD Form 139 because the use of AFPC fund cites automatically generates collection actions against the member's pay account.

4.9. Recovered GTRs (SF 1169). For recovered GTRs (SF 1169), LGRDs must follow the procedures specified in paragraph **4.9** Annotate the AF Form 1332 or locally developed register appropriately.

4.10. Processing Unused Tickets for Refunds. Below are the recommended procedures for processing refunds; however, local LGRD/CTO and finance office may implement a different procedure in accomplishing refunds.

4.10.1. For installations without a CTO function, complete a SF 1170, **Redemption of Unused Tickets**, or a standard memorandum letter and attach a copy of the lost ticket refund application, if available, and copies of the original tickets. Maintain a copy for your suspense for 120 days, and send the original documents to the carrier. The SF 1170 can be found on the General Service Administration website: **http://www.gsa.gov/portal/forms/type/SF#1001-2000**.

4.10.2. Initiate tracer action on unanswered requests for refunds on the 121st day and each 90 days thereafter, for up to one year from date of the initial SF 1170. If the carrier fails to respond within one year, forward all correspondences and documentation with the member's case file and annotate copy of SF 1170 with the statement, "No Response Received From Carrier," and send the information to the appropriate DFAS in IAW AFI 33-364 Records Disposition-Procedures and Responsibility.

4.10.3. Installations serviced by a CTO. The LGRD, FSO, and CTO/ticket provider jointly agree on refund procedures or as specified in the local performance work statement outlined by contract.

4.10.4. The issuing office may follow the recommended procedures below in processing unused travel documents and ticket refunds:

4.10.4.1. Receive unused portion of tickets and a copy of travel orders.

4.10.4.2. Use DD Form 730 (optional) or locally developed form (e.g., PNR, stamp, pre-printed labels, etc.).

4.10.4.3. Annotate form with pertinent data (e.g., unused segments, cost of unused segment, CBA/GTR (SF 1169) number, etc.).

4.10.4.4. Void/cancel original unused ticket without distorting the pre-printed fare basis and ticket value.

4.10.4.5. Advise traveler to file copy of receipt with travel voucher and maintain a copy for personal records.

4.10.4.6. Mail all unused documents issued at other installations to the issuing LGRD/CTO on a transmittal or other means for verifying receipt of accountable forms.

4.10.5. Recommended refund procedures:

4.10.5.1. Create a refund suspense list of all unused tickets for the established ticketing period (e.g., weekly, monthly, etc.).

4.10.5.2. As a minimum, the suspense list should contain the traveler’s name, ticket number, and refund amount in duplicate copies.

4.10.5.3. Provide CTO with the original unused tickets and a copy of the suspense list for processing at the end of the billing cycle (the average refund process takes 30 - 45 days).

4.10.5.4. The LGRD must follow-up on unprocessed ticket refunds beyond 45 days.

4.10.5.5. Upon receipt of billing documents, verify ticket refunds against LGRD suspense list and resolve discrepancies with CTO.

4.11. Recording Fiscal Data on the GTR (SF 1169). DTR 4500.9-R, Part I, Appendix L, specifies the general fiscal data entries to make on a GTR (SF 1169) (Block 1) when a LGRD issues a GTR (SF 1169) for travel or accommodations.

4.11.1. Send a copy of each GTR, with travel orders, to the local finance office on the day of issuance to verify the accounting classification. Refer any questions on propriety of accounting classifications to the nearest finance office.

4.11.2. LGRD may make pen and ink changes to Element Expense Investment Codes (EEIC), (e.g. 409 to 421) rather than requiring an amended order.

4.12. Local Payment of Airlines (LOPA) Procedures. See DTR 4500.9R, Appendix L, paragraph F.

4.13. Meal Tickets Procedures. See DTR 4500.9R, Appendix M.

4.14. Air Transportation Tax on International Travel. On official travel, pay this tax only when it applies. The domestic portion of an international trip is tax-exempt when the layover at the transfer point is less than 12 hours.

4.14.1. This U.S. tax exemption applies to the following:

4.14.1.1. Connections between commercial airlines at a commercial airport.

4.14.1.2. Arrival at a commercial airport.

4.14.1.3. Departure from an international airport.

4.14.1.4. Departure from an AMC aerial port of embarkation (APOE).

4.14.2. To ensure carriers extend the tax-exemption privileges to official travelers, identify the connecting international flight information on the GTR (SF 1169), AF Form 529, or the PNR for the domestic air travel. Place the identifying data on the GTR in the "special accommodations and requirements" block. When using the AF Form 529 or PNR, place the data in the "itinerary" block. Travelers should contact the legal office for additional information.

Chapter 5

DEFENSE TRAVEL SYSTEM (DTS)

5.1. Defense Travel System The Defense Travel System (DTS) is designed to make DoD TDY travel quicker, easier and more efficient. The DTS is based on the Common User Interface (CUI) and it interfaces with other DoD and commercial systems. The traveler, approving official (AO), CTO, LGRD, base Finance and DFAS are all connected using combinations of desk-top computers, internet, and direct connectivity to the CUI. The system aids the intended traveler by initiating an electronic travel request identifying desired travel arrangements incorporating Air Force and DoD travel policy, and at travels end, submits an electronic travel voucher through the CUI. The AO reviews and approves or disapproves the need for travel, availability of funds based on the CUI travel estimates ("should cost") and appropriate travel arrangements. The CTO ensures Air Force and DoD travel policy is adhered to and provides booking of travel arrangements for all travel including airline, bus, train, lodging and car rental. Payment of travel services is accomplished through DFAS and the CUI. DTS permits payment using the IBA, CBA or GTR (SF 1169). The authorizing or approving official determines necessary reimbursable expenses. DTS views the traveler and the travel authorizing or approving official as honest professionals which allows for elimination of tremendous amounts of documentation to support each expense or exception.

NOTE: DTS is continually being developed and updated. For the most current information on the DTS processes, fielding and business practices the following web sites are available (DTMO web sites: http://www.defensetravel.dod.mil/search/search.cfm or http://www.defensetravel.osd.mil/dts/site/index.jsp)

5.1.1. DTS (Contracted) Commercial Travel Office (CTO) Contractor. Travelers must arrange commercial transportation, rental cars (if authorized), and government and commercial lodging through the CTO. In addition to the normal CTO responsibilities, the DTS Travel Services Contractor arranges international government airlift under Air Mobility Command (AMC) contract/control when it is available and when it satisfies mission requirements (if identified in the CTO Performance Work Statement (PWS) or local business rules). The CTO must capture, record and report Statistical Collection of Passenger Travel (STATCO) Data in accordance with DTR 4500.9-R, Part I, Appendix H. The CTO must make Government and commercial lodging reservations with the automated interfaces (when available) and must document "non-availability" for Government lodging on trip records when appropriate. The CUI must calculate a "should-cost estimate" based on traveler and CTO inputs and forward the information to the AO for review. Ticketing must not occur until the CTO receives approval from the AO and no earlier than three business days prior to travel.

5.2. Defense Travel Administration (DTA).

5.2.1. DTAs

The local financial management office (or other appropriate office as determined by the field activity) ensures the proper implementation/administration of the DTS. The activity establishes the Defense Travel Administration (DTA) which is staffed by functional representatives from Finance, Transportation, Communications, and Personnel. The DTA defines the workload

responsibilities of the Organizational Defense Travel Administration (ODTA) and is the AF Field Activity focal point for deployment of DTS at the site. DTA's will coordinate Local DTS Business Rules with LGRD.

5.2.2. Lead DTAs

The Lead DTA (LDTA) is responsible for day-to-day DTS operations at the activity. The LDTA provides customer support regarding system operation, procedures, etc.; sets permission levels for travel technicians and **Organizational DTAs** (ODTA); and, coordinates any system issues, including upgrades and system discrepancy reports with higher headquarters. The Commander/Director/Designee appoints primary and alternate LDTAs and ODTAs by DD FM 577, approves signature profiles (document routing) established for the activity by letter, and approves changes to the established profiles in the same manner. The Commander also ensures local business rules regarding DTS are established. LGRD is provided a list of those who may approve travel verbally with paper documentation follow up on the next business day. The list must contain Name, Title, Office Phone and After Hours Phone. This is to support emergency and short notice travel. The TO will provide the list to the CTO for use. Inability to contact an approver is considered disapproval to travel.

5.2.3. Organizational DTAs.

The Organizational DTA (ODTA) is the Traveler and Authorizing Official point of contact for routine DTS operations.
Upon receipt of the DD FM 577, designating an individual as an ODTA, the DTA provides the newly assigned ODTA with the correct DTS permission levels and any necessary training. ODTAs are given permission levels necessary to allow them to modify traveler information. ODTAs must notify the LDTA to add travelers/users. Once the LDTA adds a traveler/user the ODTA can edit the traveler information as necessary. ODTA personnel are to subscribe to DTS notifications on the DTS homepage (www.defensetravel.dod.mil). Provide training and technical assistance within their hierarchy to Travelers, RO/AOs, and other DTAs as needed to ensure smooth travel operations. Ensure all travelers complete the DTS Web Based Training and have printed the Traveler Tri-Folds for Authorization, Voucher and Local Voucher.

5.2.4. Finance DTA (FDTA). The Finance DTA inputs and assigns lines of accounting for all organizations. The Finance DTA is also responsible for coordinating with the LDTA to ensure sufficient funds are available in the DTS Budget Module. Depending on the Commander's preference, the FDTA may be required to review DTS documents. The FDTA is responsible to ensure the line of accounting (LOA) is entered in the correct format required by the accounting system. The FDTA will ensure accurate budget items are created.

5.3. Travel Entitlement. Simplified entitlements are the basis for the entire DTS travel process. They reflect current policy (to include transportation, finance, budget, lodging, messing, personnel, etc.), law, and customs; and affect virtually every aspect of the travel system. A full understanding of simplified entitlements is required. The simplified entitlements are found in the JFTR/JTR, Appendix O.

5.4. Travel Arrangements and Reimbursement Rate. Transportation arrangements must follow normal point-to-point routing. The priority order of precedence in DTR 4500.9-R, Part 1, Chapter 103 must be used. The CTO must route passengers using Patriot Express (if identified in the CTO PWS or local business rules) and City Pair fares, when available. The AO has authority

to reimburse expenses and approve exceptions to normal point-to-point routing based on mission requirements, but must provide justification. The CTO must capture exceptions to policy and report them through the STATCO reporting system. The amount of authorized reimbursement for airfares must be calculated using the constructed cost of normal point-to-point routing using the costs associated with the Patriot Express, City Pair, or applicable commercial fares, the same as for travelers not using DTS.

JUDITH A. FEDDER, Lieutenant General, USAF
DCS/Logistics, Installation & Mission Support

(AFDW)

BEGIN SIGNATURE
CALVIN WILLIAMS, Colonel, USAF
Director, Logistics, Installations and Mission Support

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

B-240956; Sep 25, 1991; 70 Comptroller General Decision 713 (1991) Fly America Act-Code Sharing-Transportation by U.S. Carrier

Title 10, U.S. Code, Section 1552, *Correction of Military Records: Claims Incident Thereto*

Title 31, U.S. Code, Section 3702, *Authority to Settle Claims*

Code of Federal Regulations; Title 14, *Aeronautics and Space*; Chapter 1, *Federal Aviation Administration, Department of Transportation*; Part 108:11, *Carriage of Weapons*

Code of Federal Regulations; Title 41, Public Contracts and Property Management; Chapter 301, Temporary Duty (TDY) Travel Allowances; Part 301-10, Transportation Expenses

Joint Federal Travel Regulations, Volume 1, *Uniformed Services*

Joint Travel Regulations, Volume 2, *Civilian Employees*

DTR 4500.9-R, *Defense Transportation Regulation, Part I, Passenger Movement*

DoDI 4500.43, *Operational Support Airlift (OSA)*

DoDI 4500.45, *DoD Transportation Policy Council*

DoDD 4500.53, *DoD Commercial Air Transportation Quality and Safety Review Program*

DoD 4500.54-G, *DoD Foreign Clearance Guide* (**http://www.fcg.pentagon.mil/fcg/fcg.htm**)

DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*

DoD 4515.13-R, *Air Transportation Eligibility*

DoD 5030.49-R, *Customs Inspection*

DoD 5500.7-R, *Joint Ethics Regulation (JER)*

DoD 7000.14-R, *Financial Management Regulation, Volume 9, Travel Policy and Procedures*

AFPD 24-1, *Personnel Movement*

AFPD 24-4, *Customs and Border Clearance*

AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*

AFI 24-401, *Customs - Europe*

AFI 24-402, *Customs - Pacific*

AFI 24-403, *Customs - Southern*

AFI 24-404, *Customs - Domestic*

AFI 24-405, *Department of Defense Foreign Clearance Guide*

AFI 33-364, *Records Disposition - Procedures and Responsibilities*

AFI 34-242, *Mortuary Affairs Program*

AFI 36-2102, *Base-Level Relocation Procedures*

AFI 36-2903, *Air Force Board for Corrections of Military Records*

AFI 36-2805, *Special Trophies and Awards*

AFI 36-3003, *Military Leave Program*

AFI 65-103, *Temporary Duty Orders*

AFI 65-109, *Preparation of AF Form 938*

AFI 65-114, *Travel Policy and Procedures for Financial Service Offices and Financial Offices-Reserve Component*

AFMAN 16-101, *Internal Affairs and Security Assistance Management*

U.S. Government DoD Airlift Rates and Non-US Government Airlift Rates web page

https://www.amcfm.scott.af.mil/FMB.htm

Prescribed Forms

SF 1034, *Public Voucher for Purchases and Services Other Than Personal*

SF 1113, *Public Voucher for Transportation Charges*

SF 1169, *U.S. Government Transportation Request* (Accountable Form)

SF 1170, *Redemption of Unused Tickets*

DD Form 139, *Pay Adjustment Authorization*

DD Form 149, *Application for Correction of Military Record*

DD Form 730, *Receipt for Unused Transportation Request and/or Tickets,*

Including Unused Meal Tickets

DD Form 1131, *Cash Collection Voucher*

DD Form 2768, *Military Air Passenger/Cargo Request*

AF Form 529, *Request for Air Carrier Service*

AF Form 1332, *Government Transportation Request and Meal Ticket/Register*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

AF—Air Force

AF/A1—HQ USAF, Deputy Chief of Staff, Manpower, Personnel and Services

AF/A4/7—HQ USAF, Deputy Chief of Staff for Logistics, Installations & Mission Support

AF/A4L—HQ USAF, Director of Logistics, Deputy Chief of Staff, Logistics, Installations & Mission Support

AF/A4LE—HQ USAF, Materiel Support Division, Directorate of Logistics, Deputy Chief of Staff, Logistics, Installations & Mission Support

AFB—Air Force Base

AFBCMR—Air Force Board for Correction of Military Record

AF/CV—Vice Chief of Staff of the Air Force

AF/CVA—Assistance Vice Chief of Staff of the Air Force

AF/DPC—HQ USAF, Directorate of Civilian Personnel Policy and Personnel Plans

AF/DPPC—HQ USAF, Director of Personnel Programs, Education, and Training, Military Compensation and Legislation Division

AFI—Air Force Instruction

AFM—Air Force Manual (old version)

AFMAN—Air Force Manual (new version)

AFO—Accounting and Finance Office (old version)

AFR—Air Force Regulation

AF/SG—HQ USAF, Surgeon General

AMC—Air Mobility Command

AMCI—Air Mobility Command Instruction

AMHS—Alaska Marine Highway System

ANG—Air National Guard

AO—Authorizing/Approving Official, Authorizing/Order-Issuing Official

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

ARPC—HQ Air Reserve Personnel Center

AWOL—Absent Without Leave

CARB—Commercial Airlift Review Board

CFR—Code of Federal Regulations

CIC—Customer Identification Code

CONUS—Continental United States

COT—Consecutive Overseas Tour

CPO—Civilian Personnel Office

CPP—City Pair Program

CSAF—Chief of Staff of the Air Force

CTIM—Commercial Travel Information Management

CTO—(Contracted) Commercial Travel Office

CUI—Common User Interface

DAO—Defense Accounting Office(r)

DCS—Deputy Chief of Staff

DEPSECDEF—Deputy Secretary of Defense

DEROS—Date of Eligibility for Return from Overseas

DFAS—Defense Finance and Accounting Service

DoD—Department of Defense

DoT—Department of Transportation

DRU—Direct Reporting Unit

DTA—Defense Travel Administration

DTR—Defense Transportation Regulation

DTS—Defense Travel System

EASA—Executive Airlift Scheduling Activity

ERD—Early Return of Dependents

EEIC—Element Expense Investment Code

ERTS—Electronic Reservation and Ticketing Service

FAA—Federal Aviation Administration

FMS—Foreign Military Sales

FOA—Field Operating Agency

FSO—Financial Services Office

FY—Fiscal Year

GATES—Global Air Transportation Execution System

GBL—Government Bill of Lading

GBLOC—Government Bill of Lading Office Code

GSA—General Services Administration

GTA—Government Transportation Account

GTC—Government Travel Card

GTR—Government Transportation Request

HOR—Home of Record

HQ—Headquarters

IPCOT—In Place Consecutive Overseas Tour

ITA—Invitational Travel Authorization

ITO—Installation Transportation Officer

ITT—Information, Tickets and Travel

JCS—Joint Chiefs of Staff

JFTR—Joint Federal Travel Regulations, Volume 1

JPPSO—Joint Personal Property Shipping Office

JTR—Joint Travel Regulations, Volume 2

LICWO—Leave-in-conjunction with Official Travel

LGRD—Deployment & Distribution Flight or the equivalent

LOA—Letter of Authorization

LOPA—Local Payment of Airlines

MAJCOM—Major Command

MALT—Monetary Allowance in Lieu of Transportation

MATA—Military Air Transportation Agreement

MILAIR—Military Aircraft

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MPS—Military Personnel Section

MSC—Military Sealift Command

MT—Measurement Tons (20 cubic feet)

MWR—Morale, Welfare and Recreation

NAF—Non-Appropriated Fund (or) Numbered Air Force

NGB—National Guard Bureau

NGB/CF—Director, Air National Guard

OCONUS—Outside Continental United States

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

OSA—Operational Support Airlift

PCS—Permanent Change of Station

PDO—Publications Distribution Office

PDS—Permanent Duty Station

PFS—Presidential Flight Support

PNR—Passenger Name Record

POC—Passenger Operations Center/Privately Owned Conveyance /Point of Contact

POD—Port of Debarkation

POE—Port of Embarkation

PPA HQ—Personal Property Activity Headquarters

SAAM—Special Assignment Airlift Mission

SAF/OS—Office of the Secretary of the Air Force

SAF/US—Under Secretary of the Air Force

SAF/FMP—Deputy Assistant Secretary for Financial Operations

SAM—Special Airlift Mission

SDDC—Surface Deployment and Distribution Command

SECAF—Secretary of the Air Force

SECDEF—Secretary of Defense

SES—Senior Executive Service

SSCA—Service Secretary Controlled Aircraft

SSN—Social Security Number

TDY—Temporary Duty

TO—Transportation Officer

TTOPRS—Transportation Ticket Obligation Payment Refund System

TWCF—Transportation Working Capital Fund

UCN—Unique Control Number

USAF—United States Air Force

USAFE—United States Air Forces in Europe

USAFR—United States Air Force Reserve

USTRANSCOM—United States Transportation Command

UCN—Unique Control Numbers

UTC—Unit Type Code

VPC—Vehicle Processing Center

Attachment 2

SAMPLE OF MISSION IMPACT STATEMENT

1. Member must provide sufficient justification and approval to deviate from: the use of contract carriers and AMC flights when available, use of a significantly higher flight cost when a lower flight cost is available at an alternate airport serving the local area, and there is any deviation from what is authorized for LGRD /CTO approval/authorization. One or more travel condition(s) must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route (reference JFTR, Appendix P, Part 1, Paragraph A).
2. Final determination rests with the orders-issuing authority and not the LGRD/CTO. LGRD /CTO can best determine flight availability and cost for the order-issuing authority's decision.
Please complete the information below:
MEMORANDUM FOR (LGRD/CTO)
FROM: Traveler's Name/Rank
Unit/Office Symbol
SUBJECT: Mission Impact Statement
Departure Date/Time: _____ Destination: _____
Justification:
_____
_____
Traveler's Signature: _____
Approving Official's Signature: _____
Approve_____ Disapprove_____
Contract Carrier/Cost: _____ Non-Contract Carrier/Cost: _____
Cost of Flight at Requested Airport: _____ Cost of Flight at Alternate Local Area Airport: _____
CTO Rep/Date: _____ LGRD Rep/Date:
_____

Attachment 3

SAMPLE OF CIRCUITOUS TRAVEL REQUEST

MEMORANDUM FOR (MPS)
FROM: (Unit/Office Symbol)
SUBJECT: Request for Circuitous Travel
1. Under the provisions of AFI 24-101, I am requesting permission to travel for_____(me and/or my dependents) by the circuitous route indicated below, in connection with my permanent change of station (PCS) move between _____ (old PDS) and _____ (new PDS), during the month of _____.
2. Additional information submitted:
a. Traveler(s) Name/SSAN (list each):
_____ _____
_____ _____
_____ _____
b. Circuitous route (list all segments): _____ to _____ to _____
(Airport/Location) (Airport/Location) (APOE)
c. Space-available segment(s) if any: _____ to _____
d. Space-required segment(s): AMC: _____ to _____
Commercial**:** _____ to _____
e. Travel window (AMC space required only): _____
3. If approved, it is my responsibility to ensure MPS annotates authorization of circuitous travel in my travel orders. **Travelers must make all official travel arrangements through LGRD /CTO, to include enroute travel changes to ensure reimbursement considerations are not jeopardized.** I understand I may use my GTC in purchasing commercial airline tickets from the CTO/LGRD and subject to reimbursement up to the government cost as determined by LGRD/CTO.
4. For any AMC space-required portion of my travel LGRD/CTO must make all travel arrangements, perform cost comparison, and if necessary, collect any excess cost. For AMC space-available portions of my travel, I understand I am solely responsible in making all the travel arrangements for my circuitous route.
5. I must have sufficient funds in my possession to defray the cost of travel where government transportation is not furnished. I understand and accept the responsibility for compliance with the travel requirements as outlined in the Foreign Clearance Guide.

_____
(Signature of Individual)
(Typed name, rank, SSAN, phone)
1st Ind (Military Personnel Section)
Approve/Disapprove

_____
(Signature of Assignment Clerk)

Type Name/Rank/Title
2nd Ind (LGRD /CTO)
Under the provisions of AFI 24-101, _____(Name/Rank/SSAN), is authorized from _____ to _____for circuitous travel. Traveler's authorized normal route is: _____ (old PDS) to _____(new PDS) and is authorized reimbursement in the amount of $ _____ (state "NONE" if there's no reimbursement authorized). The AMC portion of this request resulted in the excess cost amount of $_____ (state "NONE" if there's no excess cost).

_____
(Transportation Officer/Installation Transportation Officer
Signature Block, TA for TO)

Attachment 4

SAMPLE OF LEAVE-IN-CONJUNCTION WITH OFFICIAL (LICWO) TRAVEL

MEMORANDUM FOR ACCOUNTING AND FINANCE
FROM:
SUBJECT: Reimbursement for Leave In-Conjunction with Official (LICWO) Travel Cost
This is to certify that due to unusual or emergency circumstances and/or the CTO's unavailability or inability to provide the requested service,
_____ is entitled to (Last Name, First Name/Rank/SSAN) reimbursement not to the official travel cost in reference to TDY authorization. In accordance with the JFTR, pars. U2400,U3005-D, U3045 and U5105-A.2 and U5105-C and JTR par. C3005, C3045, a traveler is authorized reimbursement of self-procurement for the official portion of his/her travel within the CONUS. **Travelers must make all official travel arrangements through LGRD /CTO, to include enroute travel changes to ensure reimbursement considerations are not jeopardized.** The authorized routing for official travel is from
_____ to _____.
(Base and/or City & State) (Base and/or City & State)
The government one-way authorized fare for travel is $ _____. The traveler is entitled to reimbursement in the amount of $ _____.

_____
(Transportation Officer/Installation Transportation Officer Signature Block, TA for TO)

Attachment 5

CENTRALLY BILLED ACCOUNT (CBA) PROCEDURES

A5.1. The CBA is used as the method of payment for airline, rail and bus tickets when:

A5.1.1. A traveler has not been issued an Individually Billed Account (IBA), commonly referred to as a personal Government Travel Card (GTC).

A5.1.2. Traveling as a group (when documented proof provided that no IBA has been issued).

A5.1.3. Directed by the MAJCOM Commander/Base Commander.

A5.2. To preclude travelers from mistakenly requesting reimbursement when the CBA method of payment is used, the CTO will mark the traveler's itinerary or ticket(s) with the method of payment. Tickets purchased using a CBA will state, "Airline ticket(s) paid by CBA, Non-Reimbursable to Traveler." Tickets purchased using an IBA will state, "Airline Ticket(s) paid by IBA, Reimbursable to Traveler".

Note: The Passenger Name Record (PNR) invoice should not contain the CBA or IBA number.

A5.3. Except for travel arrangements made through the Defense Travel System (DTS), LGRD must maintain a copy of the PNR invoice and a copy of the travel authorization/order for each ticket issued on the CBA. These documents should be filed either by transaction date, ticket number or alphabetically (traveler's name) to facilitate reconciling the CBA invoice. If the travel authorization/order is processed through the DTS, there is no need to retain a copy of the PNR and travel authorization because they are stored electronically within the DTS. However, optional retention of a copy of the PNR and travel authorization for DTS transactions, appropriately filed, may simplify the reconciliation process.

A5.4. When un-used or partially used tickets are returned to the LGRD/CTO, documentation is initiated and forwarded to the airline/rail company for the appropriate refund/credit. The LGRD must establish an active suspense file identifying all travel transactions due credits/refunds from the airlines/rail companies for tickets charged to the CBA. Tracking must be accomplished by maintaining paper copy documentation files and by spreadsheet or another quick reference product that provides current status of all credits/refunds due. As a minimum the tracking product requires the travel order/authorization number, traveler's name, date a refund request was submitted, amount of credit due, and the date refund/credit was received as identified on the Government Travel Card Vendor (GTCV) invoice report. LGRD must ensure that credits due appear on the GTCV's invoice report until the credit is received. A follow-up process, at least monthly, should be established to check status of outstanding credits due.

A5.5. CBA Reconciliation Process

A5.5.1. The GTCV forwards the paper copy of the invoice at the end of the billing cycle to LGRD. The paper copy GTCV invoice (bill) should be received approximately seven to ten days after the end of the billing cycle. When received, the invoice is date stamped. This date starts the clock for prompt payment. The payment due date is stated on the GTCV invoice (and is the date used for determining amounts past due and the account suspension date). The reconciliation should be completed and certified by the LGRD within 10 days after receipt.

Note: If the paper copy invoice is not received within 10 days after the end of the billing cycle, LGRD should contact and advise the GTCV that the invoice was not received.

A5.5.2. At the end of the billing cycle the GTCV sends an electronic version of the CBA invoice to the CTO. The electronic version should contain the same data as the paper copy invoice sent to LGRD. The electronic invoice should be used to start the reconciliation rather than waiting for the paper copy. TO's may also log on GTCV website and download the invoice within 5 duty days of close out date of report. TO's will start the reconciliation process with the downloaded copy of the invoice.

A5.5.3. LGRD may also monitor CBA transactions using DTS CBA conditional routing..

A5.5.4. Based on the CTO contract, the CTO's participation in the reconciliation process varies. The LGRD establishes written local procedures on the CBA reconciliation process to include specific CTO and LGRD responsibilities and time periods for accomplishment.

A5.5.5. The CBA reconciliation process as a minimum must include the following:

A5.5.5.1. Review of all charges and credits on the electronic version of the invoice to include: amount, date, passenger name, ticket number, and airline code. The CTO may make minor corrections (but not dollar amounts) and forward the updated Compact Disk (CD) and reports to the Transportation Officer (TO).

A5.5.5.2. The CTO/LGRD pulls the previously filed copies of refunds identified as credits on the invoice for use in the reconciliation process.

A5.5.5.3. LGRD /CTO assembles a copy of each travel authorization/order and a copy of each PNR invoice in the same sequence as appears on the GTCV hard copy invoice.

A5.5.5.4. LGRD is responsible for reconciling the report for payment, making sure the ticket number, traveler's name, airline code and cost on the PNR invoice match the hard copy of the GTCV's invoice.

A5.5.5.5. The CTO/LGRD work the unmatched transactions indicating "awaiting credit or wrongful charges" to the account. If there are missing credits/refunds or wrongful charges, the ticket number is researched for the traveler's name and date the ticket was issued. Ensure the appropriate GTCV dispute form is completed. LGRD must suspense the dispute until it is resolved with all parties concerned. Once resolved, LGRD must monitor the next invoice to ensure all disputes have been updated.

A5.5.5.6. All transactions on the GTCV PAPER COPY invoice must be certified for payment or placed in dispute. LGRDs should reconcile and pay everything on that specific invoice so the charges on the invoice and the SF 1113 or SF 1034 match completely. The only time the price for that billing cycle should be different is when the LGRD disputes a charge and/or credit. When the credit shows up on the next months invoice, the LGRD can then process the credit, refund or void the ticket. The TO must verify the amount being certified for payment and type the certification statement on the SF 1113 or SF 1034, sign and date the form. Certifying Officials will be appointed in writing by the TO and submit DD Form 577 to DFAS.

A5.5.5.7. LGRD /CTO must make the number of copies of the travel authorizations/orders and PNR invoices required by the supporting DFAS Field Site. The travel authorizations/orders and PNRs must be assembled in the proper sequence and

forwarded to the DFAS Field Site with a paper copy of the GTCV's invoice, a copy of the TO's certified SF 1113 or SF 1034 and a Compact Disk (CD) (**provided by the CTO, or created by LGRD upon receipt of the electronic data file from the CTO. Each local site must verify the provisions of the DTMO/CTO contract to determine which method is applicable to their site**) or email with all of the reconciled transactions in the Transportation Ticket Obligation Payment Refund System (TTOPRS) format (included in the DMTO Contract as one of the exhibits). Some sites do not receive a CD, however, the contract language should identify the CTO's required actions. Some sites receive an email from the CTO with the TTOPRS data, which must be burned to a CD and included in the package to DFAS.

Note: CBA transactions processed through DTS may not require copies of the travel authorizations/ orders and PNRs to be forwarded to DFAS Field Site, as they can be reviewed through the web. Sites/MAJCOMS must verify with the DFAS what documents are required in the CBA reconciliation process. The Transportation Office should retain a backup copy of the assembled documentation in case the documentation is lost in transit between the DFAS Field Site and the shipping location.

A5.5.5.8. **(Added-AFDW)** . In addition to the required procedures listed in above, Passenger Travel Sections must answer and respond to the following questions:

A5.5.5.8.1. **(Added-AFDW)** . Is the original GTC account statement complete, legible, accurate, and properly date stamped?

Note: (Added-AFDW) Must include complete invoice number, member's name, ticket number for each charge on the bill, agent fees, miscellaneous fees, and credits/refunds that appear on the statement. Additionally, statements must have a valid date stamp when received with an office symbol by TMO of the office

A5.5.5.8.2. **(Added-AFDW)** . Is the GTC account statement properly certified and signed by the responsible officer?

Note: (Added–AFDW) Certification should be accomplished on the first or last page of the statement and must include the certifying official's printed name, address and telephone number. Certifying officials must state, "I certify that the services indicated hereon were rendered as stated in the amount of $_____ and received and accepted on (DATE).

A5.5.5.8.3. **(Added-AFDW)** . Are SF 1034, *Public Voucher for Purchases and Services Other Than Personal,* and SF 1113, *Public Voucher for Transportation Charges,* used for certification of the CBA statement or for documenting discrepancies/adjustments on statements?

A5.5.5.8.4. **(Added-AFDW)** . Is a copy of the travel agency's Refund and Sales Report on hand?

A5.5.5.8.5. **(Added-AFDW)** . Is a copy of all refunded orders and itineraries reflected on the CBA statement on hand?

A5.5.5.8.6. **(Added-AFDW)** . Are copies of all travel orders with itineraries reflected on the CBA statement on hand?

Note: (Added-AFDW) Travel Orders must have valid and complete long line of accounting and must be a complete set (front/back) to include any amendments. The installation finance

activity is the Travel Order validation authority. Ensure that orders are placed behind the page of the statement that contains members' names (e.g. if page 1 of the statement has 5 members listed there should be 5 complete sets of orders behind page 1 of the statement).

A5.5.5.8.7. **(Added-AFDW)** Did the travel agency provide an “OBLDOWN.TXT” or “BILDOWN.TXT” file?

Note: (Added-AFDW) The CTO provided compact disk with text files must be checked by TMO for errors prior to submission to DFAS. Files containing errors must be returned to the originating CTO office for corrections.

A5.5.5.8.8. **(Added-AFDW)** . Is the Passenger Travel Section ensuring that no Advance Credits on bills are authorized?

Note: (Added-AFDW) SAF/FMP restriction from taking advance CTO credits is included in the GSA SmartPay contract.

A5.6. DFAS Field Site should process each invoice within 10 days of receipt and make EFT payment to the bank. This effort ensures CBA payments are received by the bank in a timely manner preventing late payment interest penalties, and precluding account suspensions.