

Premium Class Travel Report Data Elements Instructions

- A. Traveler's Name** (Last, First, MI; e.g.. Smith, John. Q.)
- B. Grade** (e.g., O-7, E-6, GS-14)
- C. Last 4 SSN** Last 4 digits of traveler's Social Security Number
- D. Service/Agency** of traveler (e.g., U.S. Army, DIA)
- E. Organization** of traveler (e.g., 434 ARW/FMF)
- F. Mode** Airplane, Ship or Train

- 0 = Air*
- 1 = Ship*
- 2 = Train*

G. Travel Purpose NOTE: These codes are simply a means to categorize a particular trip; they do not in any way convey an entitlement to use of premium class accommodations

- 0 = Site Visit*
- 1 = Information Meeting*
- 2 = Training*
- 3 = Speech/Presentation*
- 4 = Conference*
- 5 = Relocation*
- 6 = Entitlement Travel*
- 7 = Special Mission Travel*
- 8 = Emergency Travel*
- 9 = Other*

Travel Purpose Identifier	Definition
0. Site Visit	Travel to a particular location to personally perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance).
1. Information Meeting	Travel to attend meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be for the purpose of a site visit.
2. Training Attendance	Travel to receive training.
3. Speech or Presentation	Travel to make a speech or a presentation, deliver a paper, or otherwise take part

	in a formal program other than a training course.
4. Conference Attendance	Travel to attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.
5. Relocation	Travel performed in conjunction with a transfer from one PDS to another (same as a PCS move.) This includes new appointees when they are authorized relocation allowances for reporting to their first duty station.
6. Entitlement Travel	Travel entitlements for which an employee or dependent may be eligible while serving at a duty station OCONUS; e.g., tour renewal agreement travel for the purpose of taking leave between tours of duty; educational travel, etc. This type of travel is normally performed in conjunction with a travel entitlement resulting from a change of station assignment or renewal of a tour of duty at duty stations located OCONUS.
7. Special Mission Travel	Travel to carry out a special agency mission (e.g., non-combat military units); provided security to a person or a shipment (such as diplomatic pouch); move witnesses from residence to other locations; travel by Federal beneficiaries and other non-employees.
8. Emergency Travel	Travel to return an employee from a temporary assignment location at Government expense to his or her designated post of duty or home, or other alternate location, where he or she would normally be present to take care of the emergency situation if the Government had not directed or assigned the employee to another location to perform official business.
9. Other Travel	All travel performed for reasons (purposes) which are not shown in one of the other nine categories listed above. Even though stated as "other travel," travel authorization and voucher must also detail specific purpose.

H. Origin Location that premium class travel segment starts (e.g., Washington, D.C.)

I. Destination Location that premium class travel segment ends (e.g., London, U.K.)

Note: If there's multiple stops on a single trip

1) and the entire roundtrip is by premium class then list the origin and each destination on one line (e.g., Washington to Tokyo to Honolulu to Washington all performed premium class. List Washington under Origin and list "Tokyo/Honolulu/Washington" under Destination column. Only the date travel began from Washington is listed.)

2) if some legs are premium class and others are not, then report each leg involving premium class on a separate line with the appropriate origin/destination for that leg and the date travel began for that leg (e.g., Washington to Paris to Guam to Tokyo to Honolulu to Washington. Only Washington to Paris and Tokyo to Honolulu are premium class and the other legs are coach class. List the Washington to Paris information on one

line and the Tokyo to Honolulu on another line with departure dates and cost for each portion of the trip listed separately.

J. Date Travel Began (YYYYMMDD; e.g., 20040313 for 13 Mar 04)

K. Fare Paid for premium travel (nearest dollar)

L. Coach Fare amount trip would cost if coach class used (nearest dollar)

M. Ticket Issuing Location Name and location of Commercial Travel Office (CTO)

N. Approval Reason Code Use the following justification codes.

First Class		Business Class	
F1	Lower Class Not Available in Time (Ref JTR C2204-B3a or JFTR U3125-B3a)	B1	Lower Class Not Available in Time (Ref JTR C2204-B4a or JFTR U3125-B4a)
F2	Medical (Ref JTR C2204-B3b or JFTR U3125-B3b)	B2	Medical (Ref JTR C2204-B4b or JFTR U3125-B4b)
F3	Security (Ref JTR C2204-B3c or JFTR U3125-B3c)	B3	Security (Ref JTR C2204-B4c or JFTR U3125-B4c)
F4	Mission (Ref JTR C2204-B3d or JFTR U3125-B3d)	B4	Mission (Ref JTR C2204-B4d or JFTR U3125-B4d)
F5	Only first class provided (Ref JTR C2204-B3e or JFTR U3125-B3e)	B5	Only business class provided (Ref JTR C2204-B4e or JFTR U3125-B4e)
F6	Non-Federal source (Ref JTR C2204-B3f or JFTR U3125-B3f)	B6	Non-Federal source (Ref JTR C2204-B4f or JFTR U3125-B4f)
		B7	Foreign flag coach not adequate (Ref JTR C2204-B4g or JFTR U3125-B4g)
		B8	Overall savings (Ref JTR C2204-B4h or JFTR U3125-B4h)
		B9	Over 14 hours (Ref JTR C2204-B4i or JFTR U3125-B4i)

O. Approval Authority of Premium Class Travel (e.g., CENTCOM Commander)