

TO BE PLACED ON THE Per Diem Website Quarterly: (May be revised or expanded at various times.)

ALERT: USE OF PREMIUM-CLASS TRAVEL

Using Government funds to pay for premium-class travel (first and business) is ***strictly forbidden*** except under certain circumstances. Exceptions for the use of Premium-class travel at Government expense are addressed in the

Joint federal Travel Regulations, Volume 1 (JFTR)
Joint Travel Regulations, Volume 23 (JTR)

Both sets of regulations are found on our website. The website address is <http://www.dtic.mil/perdiem/>.

JTR, pars. C2204-B3, C2204-B4 (for DoD civilian employees and their dependents and others traveling at DoD expense whose travel is governed by JTR), and

JFTR, pars. U3125-B3 and U3125-B4 (for uniformed personnel of the Seven Uniformed Services and their dependents).

ONLY officials listed in JTR, par. C2204-B2 and JFTR, par. U3125-B2 may authorize/approve premium-class use – and there are different permission levels for first-class and business-class.

Premium-class travel at Government expense MUST be documented on all travel authorizations and travel orders. (***Reference the “NOTE” at the end of JFTR, par. U3125-B1e or the “NOTE” at the end of JTR, par. C2204-B1***)

Authorization for the use of premium-class travel should be ***made in ADVANCE of travel***. (See ***JTR, par. C2204-B1e and/or JFTR, par. U3125-B1e.***)

Travelers are personally financially responsible for any additional transportation expense incurred by not complying with the rules. (Ref. ***JFTR, par. U2000-A5 and JTR, par. C2000-A5***)