

VOLUME 9, CHAPTER 1: “GENERAL INFORMATION”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated May 2011 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated hyperlinks, references, and made editorial changes to provide clarity.	Update
0101	Deleted duplicate guidance.	Delete

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CHAPTER 1

GENERAL INFORMATION

0101 AUTHORITY

This volume provides supplemental instructions on the payment of allowances authorized by the Joint Federal Travel Regulations ([JFTR](#)) and the Joint Travel Regulations ([JTR](#)). The Department of Defense (DoD) chartered Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes both the JFTR and JTR. The JFTR directly implements the travel and transportation entitlements authorized by law for members of the Uniformed Services, while the JTR implements guidance from the General Services Administration's (GSA) Federal Travel Regulation ([FTR](#)) for DoD civilian employees.

0102 APPLICATION

The policies addressed apply to all personnel traveling under orders funded by the DoD. This includes military members, civilian employees, members of the Reserve Components, dependents on official orders, and travelers on DoD invitational travel authorizations. Individual DoD Component travel implementing guidance remains in use to provide direction for travel order preparation, administration, and accounting until a standard travel pay system is implemented at the specific installation.

010201. Additional Guidance

A. Additional guidance pertinent to the U.S. Army is in the [DFAS-IN 37-1 Regulation, Chapter 10, Travel and Transportation Allowances](#).

B. Additional guidance pertinent to the U.S. Air Force is in the [Air Force Instruction 24-101, Passenger Movement](#). (Once you have reached this page, you must click on 'Departmental' under the 'Publications' tab, then select and click on # 24 (Transportation) under 'Select Publication Series', which will take you to the page where you may select the Air Force 24-101 publication.)

C. Additional guidance pertinent to the U.S. Navy is available in the [Navy Passenger Transportation Manual \(OPNAVINST 4650.15B\)](#).

D. Additional guidance pertinent to the U.S. Marine Corps is in the [Marine Corps Assignment, Classification, and Travel System Manual \(ACTS Manual\)](#).

010202. Exceptions

Exceptions to the policies must be authorized by the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)). Requests for exceptions should be sent through the appropriate DoD Component to the [Defense Finance and Accounting Service \(DFAS\)](#), Director,

Strategy, Policy and Requirements, Finance Policy Division (DFAS-ZPF), for approval by the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)).

0103 EFFECTIVE DATE OF CHANGES

See the information on “CHANGES” in the Introductions to the JFTR and JTR for explanations of JFTR/JTR effective dates. The DFAS-ZPF releases travel advisories to implement PDTATAC determinations, if necessary, as well as other procedural and policy changes. These advisories remain in effect until the information is published in a change to this volume.

0104 REFERENCES

Within this volume, paragraph references prefixed with the letter U refer to the JFTR for uniformed military personnel, and those prefixed with the letter C refer to the JTR for DoD civilian employees. Those paragraphs prefixed with the letter T refer to Appendix O in both JFTR and JTR.

0105 RESPONSIBILITIES

010501. Policies

The OUSD(C) has ultimate responsibility for the policies contained in this volume. The DoD Components may [submit requests for changes](#) through DFAS-ZPF. [DFAS-ZPF will forward recommendations](#) for consideration to the OUSD(C).

010502. Recommendations

The DFAS-ZPF shall prepare and provide recommendations to OUSD(C) for changes to the policies contained in this volume.

0106 ROUTING AND FORMAT FOR RECOMMENDING CHANGES

Recommendations for changes should include a full explanation regarding the need and rationale for the proposed change. When the proposal is the result of an actual situation, the details [must](#) be provided. Addresses for submission of proposed changes are provided below:

Army: Assistant Secretary of the Army
(Financial Management and Comptroller)
109 Army Pentagon
Washington, DC 20310-0109

Navy:	Senior Civilian Official Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) 1000 Navy Pentagon Washington, DC 20350-1000
Air Force:	Assistant Secretary of the Air Force (Financial Management and Comptroller) 1130 Air Force Pentagon Washington, DC 20330-1130
U.S. Marine Corps:	Commandant of the Marine Corps Headquarters, U.S. Marine Corps Programs & Resources Department 3000 Marine Corps Pentagon Washington, DC 20350-3000
Defense Agencies: and DoD Field Activities:	Defense Finance and Accounting Service Attention: DFAS-ZPF 8899 East 56th Street, Column 326E Indianapolis, IN 46249

NOTE: Recommendations from the Military Services sent directly to the DFAS-ZPF without passing through the specified organization above **will** be returned without action to the sender.

0107 REQUIREMENTS FOR REPORTING EMPLOYEE TRAVEL

Federal Agencies are required by the General Services Administration to report the use of government aircraft to carry senior federal officials, on a semi-annual basis ([Federal Travel Regulation \(FTR\) 301-70.906](#)), and to report all instances of premium class travel when an individual's transportation accommodations are anything other than coach-class, on an annual basis ([FTR 300-70.100 \(Subpart B\)](#)).

010701. [Report](#) for Travel on Government Aircraft by Senior Federal Officials

Except when a trip is classified, the following information must be reported to the GSA:

- A. The person's name with indication that he/she is either a senior federal official or a non-federal traveler, whichever is appropriate;
- B. The traveler's organization and title or other appropriate descriptive information, e.g., dependent, press, etc;
- C. Name of the authorizing agency;
- D. The official purpose(s) of the trip;

- E. The destination(s);
- F. For personal or political travel, the amount that the traveler must reimburse the government (*i.e.*, the full coach fare or appropriate share of that fare);
- G. For official travel, the comparable city-pair fare (if available to the traveler) or the full coach fare if the city-pair fare is not available; **and**
- H. The cost to the government to carry this person (*i.e.*, the appropriate allocated share of the Federal or Close Air Support aircraft trip costs).

(NOTE: Further information concerning the GSA's requirement to report travel on government aircraft by senior Federal officials, to include the Senior Federal Travel Reporting tool, may be found at [Senior Federal Travel Reporting Tool](#).)

010702. Premium Class Accommodations that must be Reported

“Other Than Coach-Class (OTCC)”, or “Premium Class,” is defined as any class of accommodations above coach-class, (*i.e.*, first-class/business class). When reporting OTCC accommodations to GSA, agencies are required to separate Business Class from First Class. If an agency has no OTCC accommodations to report, a negative report must still be filed. Any and all instances of premium class accommodations paid by the government, which includes any premium class accommodations used as part of a multi-leg, or multi-segmented trip which was paid by the government must be reported. Each individual leg/segment of premium class must be reported. **Do not report any leg/segment of a trip that is not premium class.**

010703. Premium Class Accommodations that Do Not Require Reporting

- A. Any premium class accommodation(s) paid by the traveler;
- B. Those acquired by the traveler through frequent flier points or benefits;
- C. Those which are considered a free upgrade; **or**
- D. When the Federal Government pays coach class fares for premium class accommodations.

010704. Negative Reports and Exceptions to Reporting Premium Class Travel

- A. Negative Reports. **If a DoD Component has no premium class accommodations to report, a negative report must be submitted to GSA annually.**
- B. Exceptions to Reporting Premium Class Travel. Data that is protected from public disclosure, by statute or Executive Order, is not required to be reported by Agencies; however, a cover letter must be submitted to the GSA with the following information:

1. Total number of authorized OTCC trips protected from disclosure;
2. Total cost of actual OTCC fares paid that exceeded coach class fare; and
3. Total cost of coach class fares that would have been paid for the same travel.

NOTE: Further information concerning the GSA requirements for reporting Premium Class Travel, including the templates for the report, and negative report, may be found at [Premium Class Travel Report Guidelines](#).