

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 June 2013 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated hyperlinks and references.	Revision
010202	Clarified guidance on requests for exceptions to policy.	Revision
0104	Deleted guidance no longer applicable with the merger of the Joint Federal Travel Regulations (JFTR) and Joint Travel Regulations (JTR). Re-numbered subsequent sections and paragraphs.	Deletion
0106	Clarified guidance on reporting employee travel.	Revision
010602	Revised guidance on reporting of Premium Class Accommodations. Per the General Services Administration (GSA), report premium class travel by ticket, rather than segments as in previous years.	Revision
All	This publication 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 RR15004. Any conflict between this publication and the JTR is resolved based on the JTR and not this publication.	Revision

Table of Contents

VOLUME 9, CHAPTER 1: “GENERAL INFORMATION” 1

0101 AUTHORITY 3

0102 APPLICATION 3

 010201. Additional Guidance 3

 *010202. Exceptions 3

0103 EFFECTIVE DATE OF CHANGES 4

0104 RESPONSIBILITIES 4

 010401. Policies 4

 010402. Recommendations 4

0105 ROUTING AND FORMAT FOR RECOMMENDING CHANGES 4

*0106 REQUIREMENTS FOR REPORTING EMPLOYEE TRAVEL 5

 010601. Report for Travel on Government Aircraft by Senior Federal Officials 5

 *010602. Premium Class Accommodations that must be Reported 6

 010603. Premium Class Accommodations that Do Not Require Reporting 6

 010604. Negative Reports and Exceptions to Reporting Premium Class Travel 6

CHAPTER 1

GENERAL INFORMATION

0101 AUTHORITY

Volume 9 provides supplemental instructions on the payment of allowances authorized by the Joint Travel Regulations ([JTR](#)). The Department of Defense (DoD) chartered Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes the JTR. The JTR directly implements the travel and transportation entitlements authorized by law for members of the Uniformed Services, and also 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 policy must be authorized by the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)). Requests for exceptions must include a justification(s) and a recommendation(s), and must be approved by the appropriate DoD Component command channel at or above the level of the Deputy Chief Financial Officer (DCFO), OUSD(C), and sent to the DCFO, OUSD(C), Room 3E769, The Defense Pentagon, Washington, DC 20301-1100.

0103 EFFECTIVE DATE OF CHANGES

See the information on “CHANGES” in the Introductions to the JTR for explanations of 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 [Volume 9](#).

0104 RESPONSIBILITIES

010401. Policies

The OUSD(C) has ultimate responsibility for the policies contained in [Volume 9](#). The DoD Components may submit requests for changes through DFAS-ZPF. DFAS-ZPF will forward recommendations for consideration to the OUSD(C).

010402. Recommendations

The DFAS-ZPF shall prepare and provide recommendations to OUSD(C) for changes to the policy contained in [Volume 9](#).

0105 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:

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 Defense Finance and Accounting Service
Activities: 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 will be returned without action to the sender.

*0106 REQUIREMENTS FOR REPORTING EMPLOYEE TRAVEL

Federal Agencies are required by the [GSA](#) to report the use of government aircraft to carry senior [Federal officials and non-Federal travelers](#), on a semi-annual basis ([See FTR 301-70.906 and 301-70.907](#)), 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 ([See FTR 300-70.100 \(Subpart B\)](#)).

NOTE: DoD Service Components/Agencies must be mindful of any additional [Office of Management and Budget \(OMB\) travel-specific reporting requirements](#), which often originate from [Executive Orders \(EOs\)](#).

010601. 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 or press);
- 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: [Additional](#) information concerning the GSA's requirement to report travel on government aircraft by senior Federal officials [and non-Federal travelers](#), to include the Senior Federal Travel Reporting tool [and submitting negative reports](#), may be found at [Senior Federal Travel Reporting Tool](#).

***010602. 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 [submitted](#). 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. [Beginning in FY 2015, GSA requires agencies to report premium class travel by ticket, rather than segments as in previous years. If any portion of the ticket purchased is traveled in “Other-Than-Coach” class, the entire cost of the ticket must be reported.](#)

010603. 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.

010604. Negative Reports and Exceptions to Reporting Premium Class Travel

A. Negative Reports. DoD Components [that have](#) no premium class accommodations to report, [must still submit](#) a negative report to GSA annually.

B. Exceptions to Reporting Premium Class Travel. [Agencies are not required to report data](#) that is protected from public disclosure by statute or Executive Order; however, [they must submit, in](#) a cover letter to the GSA the following [aggregate](#) information:

1. [Aggregate](#) number of authorized OTCC trips protected from disclosure;

- fare; and
2. Total cost of actual OTCC fares paid that exceeded coach class
 3. Total cost of coach class fares that would have been paid for the same travel.

NOTE: [Additional](#) information concerning the GSA requirements for reporting Premium Class Travel, [to include gaining access to the on-line reporting tool](#), may be found at [*Premium Class Travel Report Guidelines*](#).