

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

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

Substantive revisions are denoted by an asterisk (*) 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 2017** is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Verified and updated references, hyperlinks, and formatting to comply with current administrative instructions, and made clarifying editorial changes.	Revision
All	This instruction has been reviewed by the Per Diem, Travel, and Transportation Allowance Committee (PDTATAC) staff in accordance with Department of Defense Directive 5154.31, Volume 5, dated October 16, 2015 as PDTATAC Case RR19007. Any conflict between this publication and the Joint Travel Regulations (JTR) is resolved based on the JTR and not this publication.	Revision

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CHAPTER 1

GENERAL INFORMATION

0101 PURPOSE

The policies addressed in Volume 9 apply to all personnel traveling under orders funded by the Department of Defense (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.

0102 AUTHORITATIVE GUIDANCE

Volume 9 provides supplemental instructions on the payment of allowances authorized by the Joint Travel Regulations ([JTR](#)). The DoD chartered Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes the JTR. The JTR directly implements the travel and transportation allowances 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.

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 24-602, Volume 1, Passenger Movement](#).

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

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

The Office of the Under Secretary of Defense (Comptroller) (OUSDC) is the approving authority for exceptions to policy. Requests for exceptions must include a justification(s), a recommendation(s) and approval from the appropriate DoD Component command channel at or above the level of the Deputy Chief Financial Officer (DCFO), OUSDC. Send requests through the appropriate DoD Component to the Defense Finance and Accounting Service (DFAS), Director, Strategy, Policy and Requirements, Finance Policy Division (DFAS-ZPF), 8899 E. 56th Street, Indianapolis, IN, 46249, for review and recommendation for approval/disapproval, and will be forwarded to the DCFO, OUSDC, for a final decision.

0103 EFFECTIVE DATE OF JTR CHANGES

See the information on “EFFECTIVE DATE OF REGULATION CHANGES” in the Introduction to the JTR for explanations of JTR effective dates. The DFAS-ZPF may release policy memorandums affecting Volume 9 that implement PDTATAC determinations, if necessary. These policy memorandums remain in effect until published in a change to Volume 9.

0104 RESPONSIBILITIES

The OUSD(C) has ultimate responsibility for the policies contained in Volume 9. The DoD Components may submit requests for changes to DFAS-ZPF. The DFAS-ZPF will review requests and initiate recommended changes to Volume 9 if necessary.

0105 ROUTING AND FORMAT FOR RECOMMENDING CHANGES

Recommendations for changes should include a full explanation regarding the need and rationale for the proposed change. Provide details when the proposal is the result of an actual situation. 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 Activities:	Defense Finance and Accounting Service Attention: DFAS-ZPF 8899 East 56th Street, Column 326E Indianapolis, IN 46249

NOTE: [DFAS-ZPF will return](#) recommendations from the Military Services [if they have not passed](#) through the specified organization.

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 in accordance with (IAW) the FTR 301-70.906 and 301-70.907. [Agencies must also](#) report all instances of premium class travel when an individual's transportation accommodations are anything other-than-coach class (OTCC), on an annual basis IAW the FTR 300-70, Subpart B.

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

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 [is available](#) at [Senior Federal Travel Reporting Tool](#).

010602. Premium Class Accommodations That Must be Reported

“OTCC”, or “Premium Class,” is 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. [An agency must submit a negative report when it has no OTCC accommodations to report.](#) 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 paid by the government must be reported. Beginning in fiscal year 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 [involves](#) OTCC, 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 protected from public disclosure by statute or EO; 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,
- 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: 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](#).