

**Instructions for Requesting
Use of Premium Class Travel (Economy, Business, and First)**

1. The traveler must complete both worksheets (Employee Checklist and Approval).
2. Sign a hard copy of the Employee Checklist (to include documentation) and Approval document; then provide these to the traveler's General Officer (usually Under Secretary or Assistant Secretary) for review and approval.
3. The traveler should then scan and upload the completed, signed worksheets into the ETS travel authorization.

Employee Checklist for Premium Class Travel (Economy, Business, and First)

Traveler Name (print or type):

YES NO

1. Is Premium Class Travel required to accommodate a disability or special need?

- Was medical documentation provided to appropriate agency approver?
- Does the documentation require premium class seating instead of two coach seats?
- Is the documentation dated within the last 6 months or indicate a permanent disability?
- Did the appropriate agency approver provide a statement certifying they reviewed the documentation and premium class travel is required?

If you answered yes to each of the questions in this section, attach the agency approver certification to the checklist and approval worksheet. Skip to the bottom of the employee checklist to sign the certification statement. Follow your agency's procedures to obtain General Officer (normally an Under Secretary or Assistant Secretary) approval. If you answered no to any of the questions in this section, continue to the next section.

2. Is the flight (including layovers less than ten hours) over 14 hours?

- Is the flight (start, finish, or both) outside of the continental United States?
- Will the traveler report for duty within 24 hours of landing?
- Will the traveler perform significant work after reporting for duty?

Justification is available for business class requests only. If you answered yes to each of the questions in this section, attach the following documentation to the checklist and approval worksheets:

- Flight itinerary showing flight times, layovers, and total estimated trip cost; and
- Documentation showing you will report for significant work within 10 hours of landing. Significant work is a meeting with non-USDA staff where the USDA cannot control or schedule OR work lasting more than 4 hours.

Skip to the bottom of the employee checklist to sign the certification statement. Follow your agency's procedures to obtain General Officer (normally an Under Secretary or Assistant Secretary) approval. If you answered no to any of the questions in this section, continue to the next section.

3. Is Coach Class seating available?

- Do you have documentation (system screen print or travel agent's written certification) of no coach seats being available?
- Have you fully explained (in writing via email or note to the file) why the trip cannot be delayed until coach seats are available?
- If requesting first class seating, do you have a travel agent's certification that no business class or coach seating is available for at least 24 hours?

If you answered yes to each of the questions in this section, attach the agency approver certification to the checklist and approval worksheet. Skip to the bottom of the employee checklist to sign the certification statement. Follow your agency's procedures to obtain General Officer (normally an Under Secretary or Assistant Secretary) approval. If you answered no to any of the questions in this section, continue to the next section.

4. Is Business Class travel cheaper than Coach?

- Did you complete a cost comparison to determine which class of travel is most advantageous?

Justification is available for business class requests only. If you answered yes to each of the questions in this section, attach the agency approver certification to the checklist and approval worksheet. Skip to the bottom of the employee checklist to sign the certification statement. Follow your agency's procedures to obtain General Officer (normally an Under Secretary or Assistant Secretary) approval. If you answered no to any of the questions in this section, continue to the next section.

5. Does the flight only offer Premium Class Travel?

- Do you have a statement from the travel agent or airline documenting that only premium class travel is offered?
- Do you have documentation from the airline website indicating only premium class travel is offered?

Justification is available for business class requests only. If you answered yes to each of the questions in this section, attach the agency approver certification to the checklist and approval worksheet. Skip to the bottom of the employee checklist to sign the certification statement. Follow your agency's procedures to obtain General Officer (normally an Under Secretary or Assistant Secretary) approval. If you answered no to any of the questions in this section, continue to the next section.

6. Is Premium Class Travel required for security reasons?

If you answered yes to each of the questions in this section, attach the agency approver certification to the checklist and approval worksheet. Skip to the bottom of the employee checklist to sign the certification statement. Follow your agency's procedures to obtain General Officer (normally an Under Secretary or Assistant Secretary) approval. If you answered no to any of the questions in this section, continue to the next section.

7. Are there other exceptional circumstance?

- Is a non-Federal source funding the travel?
- Has this been approved by the Office of Ethics or an Ethics Officer?

Justification is available for business class requests only. If you answered yes to each of the questions in this section, attach the agency approver certification to the checklist and approval worksheet. Skip to the bottom of the employee checklist to sign the certification statement. Follow your agency's procedures to obtain General Officer (normally an Under Secretary or Assistant Secretary) approval. If you answered no to any of the questions in this section, continue to the next section.

8. Is Premium Class Travel needed due to sanitation issues (for international trips only)?

- Are the flight sanitation issues fully documented in writing?

Justification is available for business class requests only. If you answered yes to each of the questions in this section, attach the agency approver certification to the checklist and approval worksheet. Skip to the bottom of the employee checklist to sign the certification statement. Follow your agency's procedures to obtain General Officer (normally an Under Secretary or Assistant Secretary) approval. If you answered no to any of the questions in this section, continue to the next section.

9. Is Premium Class Travel needed to support the agency's mission?

- Has a detailed explanation of why the agency mission cannot be completed using coach class seating been prepared for management's review?

Justification is available for business class requests only. If you answered yes to each of the questions in this section, attach the agency approver certification to the checklist and approval worksheet. Skip to the bottom of the employee checklist to sign the certification statement. Follow your agency's procedures to obtain General Officer (normally an Under Secretary or Assistant Secretary) approval.

If you answered ‘No’ to each of the questions in the sections above, you do not qualify for premium class travel (economy, first, and business). No special approvals are necessary. Please submit your travel authorization for coach class arrangements to your normal approving official for review.

Certification: I certify that the premium class travel requested is in the Government’s best interest and are for the purpose(s) indicated. I understand that Premium class (first or business class) travel is not an entitlement and that I must comply with the Department's procedures for requesting premium (first or business) class accommodations. I will provide additional documentation, including medical certification, if required. I also understand that the falsification of information on this form may be grounds for disciplinary action, including removal.

Traveler:

Signature

Date

Department of Agriculture

Approval Worksheet for Premium Class Travel (Economy, Business, and First)

Agency:

Travelers Name:

Travel Dates:

No.	Class of Travel	Description	Required Documentation
1	Economy	Where the origin or destination are outside the continental United States (OCONUS), and the scheduled flight time (including stopovers and change of planes) is in excess of 8 hours and you are scheduled to report to duty the following day or sooner. <i>Rest periods may not be taken during or immediately following the flight.</i>	Documentation of flight time; the need for a higher class of travel; and travelers schedule showing the traveler reporting for duty immediately following the flight with no rest period.
2	Economy Business First	Use of premium class is required to accommodate a disability or special need.	Disability must be sustained in writing by a medical authority and provided to supervisor; supervisor must certify that travel, in other than coach, class is required; must be dated within the prior six months of travel (or indicates a permanent disability); and documented that the disability cannot be accommodated using a cheaper alternative method of travel (i.e., two coach seats).
3	Business	Where the origin or destination are outside the continental United States (OCONUS), and the scheduled flight time (including stopovers and change of planes) is in excess of 14 hours and you are scheduled to report to duty the following day or sooner. <i>Rest periods may not be taken during or immediately following the flight.</i>	Documentation of flight time; the need for a higher class of travel; and travelers schedule showing the traveler reporting for duty immediately following the flight with no rest period.
4	Economy Business First	No space is available in coach class accommodations in time to accomplish the mission, which is urgent and cannot be postponed.	Documentation to explain why the flight is so urgent; the day and time the traveler is reporting for duty upon arrival; screen prints or certification from the TMC saying no coach class accommodation is available.
5	Economy Business	Use of other than coach class results in a cost savings to the Government.	A cost comparison must be provided showing the potential savings to the Government.
6	Economy Business	Regularly scheduled flights only provide premium class accommodations.	Documentation indicating no coach seating is offered on the chosen flight and an alternative flight is not available (i.e. screen prints or certification from the TMC).
7	Economy Business First	Security	Documentation to explain the security issue which occurs during the trip dates.
8	Economy Business First	Exceptional Circumstances Non-Federal Source Sanitation Issues Agency Mission	Documentation to support the exceptional circumstances, which includes FTR justifications for foreign flight sanitation, payment from a non-Federal source, and mission criteria. DO NOT submit medical or other PII; instead, submit confirmation from a reasonable accommodation officer (email or formal letter).

General Officer / Delegate (printed name):

Approved

Signature:

Date

Denied