

Employee Checklist for Premium (First and Business) Class Travel

Traveler Name (print or type): _____

- 1. Is Premium Class Travel required to accommodate a disability or special need?** Yes No
Was medical documentation provided to appropriate agency approver? Yes No
Does the documentation require premium class instead of two coach seats? Yes No
Is the documentation dated within the last 6 months or indicate a permanent disability? Yes No
Did the appropriate agency approver provide a statement certifying they reviewed the documentation and that premium class travel is required? Yes No

If you answered yes to all questions in this section, attach the agency approver certification to the back of this checklist and the approval form. Skip to the bottom of the employee checklist to sign and date 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?** Yes No
Is the flight (start, finish or both) outside of the continental United States? Yes No
Will the traveler report for duty within 24 hours of landing? Yes No
Will the traveler perform significant work after reporting for duty? Yes No

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

- flight itinerary showing flight times, layovers and a total trip cost: and
- documentation showing you will report for significant work within ten hours of landing. Significant work is defined as a meeting with non-USDA staff where USDA cannot control the schedule **OR** work lasting more than four hours.

Skip to the bottom of the employee checklist to sign and date the certification statement. Follow your agency's procedures to obtain General Officer approval. If you answered no to any of the questions in this section, continue to the next section.

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

If you answered yes to all questions in this section, attach the documentation to the back of this checklist and approval form. Skip to the bottom of the employee checklist to sign and date the certification statement. Follow your agency's procedures to obtain General Officer 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?** Yes No
Has a cost comparison been completed? Yes No

Justification is available for business class requests only. If you answered yes to all questions in this section, attach the documentation to the back of this checklist and approval form. Skip to the bottom of the employee checklist to sign and date the certification statement. Follow your agency's procedures to obtain General Officer 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?** Yes No
Do you have a statement from the travel agent or airline documenting that only premium class travel is offered? Yes No
Do you have documentation from the airline website indicating that only premium class travel is offered? Yes No

Justification is available for business class requests only. If you answered yes to all questions in this section, attach the documentation to the back of this checklist and approval form. Skip to the bottom of the employee checklist to sign and date the certification statement. Follow your agency's procedures to obtain General Officer approval. If you answered no to any of the questions in this section, continue to the next section.

6. **Is premium class required for security reasons?** Yes No

If you answered yes, attach documentation to the back of this checklist and approval form describing the security situation and why it requires premium class travel. Skip to the bottom of the employee checklist to sign and date the certification statement. Follow your agency's procedures to obtain General Officer approval. If you answered no to any of the questions in this section, continue to the next section.

- 7a. **Are there other exceptional circumstances?** Yes No
Is a Non-Federal Source funding the travel? Yes No
Has this been approved by the Office of Ethics or an Ethics Officer? Yes No

Justification is available for business class requests only. If you answered yes to all questions in this section (7.a), attach the documentation to the back of this checklist and approval form. Skip to the bottom of the employee checklist to sign and date the certification statement. Follow your agency's procedures to obtain General Officer approval. If you answered no to any of the questions in this section (7.a), continue to the next section.

- 7b. **Is premium class needed due to sanitation issues (international travel only)?** Yes No
Have the flight's sanitation issues been fully documented in writing? Yes No

Justification is available for business class requests only. If you answered yes to all questions in this section (7.b), attach the documentation to the back of this checklist and approval form. Skip to the bottom of the employee checklist to sign and date the certification statement. Follow your agency's procedures to obtain General Officer approval. If you answered no to any of the questions in this section (7.b), continue to the next section.

- 7c. **Is premium class travel needed to support the agency's mission?** Yes No
Has a detailed explanation of why the agency mission cannot be completed using coach seating been prepared for management's review? Yes No

If you answered yes to all questions in this section (7.c), attach the documentation to the back of this checklist and approval form. Skip to the bottom of the employee checklist to sign and date the certification statement. Follow your agency's procedures to obtain General Officer approval.

If you answered no in all of the sections above, you do not qualify for premium (first and business) class travel. 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 Form for Premium (First and Business) Class Travel

Agency: _____ Traveler's Name: _____ Travel Dates: _____

No.	Class of Travel	Description	Documentation Required
1.	Business <input type="checkbox"/> First <input type="checkbox"/>	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).
2.	Business <input type="checkbox"/>	Where the origin and/or destination are outside the continental United States (OCNUS), 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.	Documentation of flight time; the need for business class; and traveler's schedule showing the traveler reporting for duty immediately following the flight with no rest period.
3.	Business <input type="checkbox"/> First <input type="checkbox"/>	No space is available in coach class accommodations in time to accomplish mission, which is urgent and cannot be postponed.	Supporting documentation to be provided, i.e, screen prints or certification from the Travel Management Center; explanation of why the flight is so urgent; and the day/time traveler is reporting for duty upon arrival.
4.	Business <input type="checkbox"/>	Use of business class results in cost savings to the Government.	A cost comparison must be provided showing the savings to the Government.
5.	Business <input type="checkbox"/>	Regularly scheduled flights only provide premium class accommodations.	Documentation to be provided indicating that no coach seating is offered on that flight and an alternative flight is not available, i.e., screen prints or certification from the Travel Management Center.
6.	Business <input type="checkbox"/> First <input type="checkbox"/>	Security.	Explanation of the security issue.
7.	Business <input type="checkbox"/> First <input type="checkbox"/>	Exceptional Circumstances. Non-Federal Source (business only) <input type="checkbox"/> Sanitation Issues (business only) <input type="checkbox"/> Agency Mission (first or business) <input type="checkbox"/>	Full documentation of the exceptional circumstances, which includes Federal Travel Regulation justifications for foreign flight sanitation, payment from a non-Federal source, and mission criteria.

General Officer Reviewing Request (print name) _____

Approved: Denied:

Approving Official: _____
Signature

Date

Instructions for Requesting the Use of Premium (First and Business) Class Travel

1. The traveler must complete both forms (Employee Checklist and Approval Form).
2. The traveler must sign the Employee Checklist, attach all required documentation to the back of the checklist and scan the package into the Concur authorization.
3. A hard copy of the completed Approval Form and Employee Checklist package (checklist and documentation) must be provided to the traveler's General Officer (usually Under Secretary or Assistant Secretary) for review and approval.