

APPROVAL FOR PREMIUM (ECONOMY, BUSINESS AND FIRST) CLASS TRAVEL

1. Traveler Name: (First, Last)		2. Travel Approver: (First, Last)		3. Destination:	
4. Travel Dates: From: (mm/dd/yyyy) Through: (mm/dd/yyyy)		5. Is this a Blanket Authorization? (If 'Yes', enter travel dates below) <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="display: flex; justify-content: space-between;"> Blanket Authorization Travel Dates: <div>From: (mm/dd/yyyy) Through: (mm/dd/yyyy)</div> </div>			
6. Estimated Cost of Coach Ticket: (Complete only if not a blanket authorization)			7. Estimated Cost of Premium Ticket: (Complete only if not a blanket authorization)		

8. Is Premium Class Travel required to accommodate a Disability or Special Need? ☐ Yes ☐ No

Was medical documentation provided to the agency Reasonable Accommodation Officer? ☐ 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 Reasonable Accommodation Officer provide a statement certifying they reviewed the documentation and that Premium Class travel is required? ☐ Yes ☐ No

Is the flight over 8 hours (Including layovers less than 10 hours)? ☐ Yes ☐ No

If you answered 'Yes' to all questions in this section, attach the certification to this request and the approval form. Skip to the bottom of Page 2 to sign and date the certification statement. Follow procedures to obtain your Travel Approver's signature. If you answered 'No' to any of the questions in this section, continue to the next section.

9. Is the Flight (including layovers less than 10 hours) over 14 hours? ☐ Yes ☐ No

Is the flight outside of the continental United States? (Start, Finish or Both) ☐ Yes ☐ No

Will the traveler report for duty within 24 hours of landing? ☐ Yes ☐ No

Departure times cannot be changed to accommodate adequate rest time more cheaply than purchasing Premium Class tickets? ☐ Yes ☐ No

Will the traveler perform significant work after reporting for duty? ☐ Yes ☐ No

Justification allows for Business Class requests only. If you answered 'Yes' to all questions in this section, attach the following documentation to this request 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 10 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 4 hours.

Skip to the bottom of Page 2 to sign and date the certification statement. Follow procedures to obtain your Travel Approver's signature. If you answered 'No' to any of the questions in this section, continue to the next section.

10. Are Coach Seats not available? ☐ Yes ☐ No

Do you have documentation (system screen print or travel agent's written certification) that no Coach seats are available? ☐ Yes ☐ No

Have you fully explained (in writing - e-mail or memo) 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 Economy, 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 this request and approval form. Skip to the bottom of Page 2 to sign and date the certification statement. Follow procedures to obtain your Travel Approver's signature. If you answered 'No' to any of the questions in this section, continue to the next section.

11. Is Business Class Travel cheaper than Coach? ☐ Yes ☐ No

Has a cost comparison been completed? ☐ Yes ☐ No

Justification allows for Business Class requests only. If you answered 'Yes' to all questions in this section, attach the documentation to this request and approval form. Skip to the bottom of Page 2 to sign and date the certification statement. Follow procedures to obtain your Travel Approver's signature. If you answered 'No' to any of the questions in this section, continue to the next section.

12. 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 allows for Business Class requests only. If you answered 'Yes' to all questions in this section, attach the documentation to this request and approval form. Skip to the bottom of Page 2 to sign and date the certification statement. Follow procedures to obtain your Travel Approver's signature. If you answered 'No' to any of the questions in this section, continue to the next section.

13. Is Premium Class required for Security reasons? ☐ Yes ☐ No

If you answered 'Yes', attach documentation to this request and approval form describing the security situation and why it requires Premium Class travel. Skip to the bottom of Page 2 to sign and date the certification statement. Follow procedures to obtain your Travel Approver's signature. If you answered 'No' to any of the questions in this section, continue to the next section.

14. Is a Non-Federal source funding the travel? ☐ Yes ☐ No
- Has this been approved by the Office of Ethics or an Ethics Officer? (Form AD-1101 required) ☐ Yes ☐ No

Justification allows for Business Class requests only. If you answered 'Yes' to all questions in this section (14.), attach the documentation to this request and approval form. Skip to the bottom of Page 2 to sign and date the certification statement. Follow procedures to obtain your Travel Approver's signature. If you answered 'No' to any of the questions in this section, continue to the next section.

15. 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 allows for Business Class requests only. If you answered 'Yes' to all questions in this section (15.), attach the documentation to this checklist and approval form. Skip to the bottom of Page 2 to sign and date the certification statement. Follow procedures to obtain your Travel Approver's signature. If you answered 'No' to any of the questions in this section, continue to the next section.

16. 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? ☐ Yes ☐ No

If you answered 'Yes' to the questions in this section (16.), attach the documentation to this request and approval form. Skip to the bottom of Page 2 to sign and date the certification statement. Follow procedures to obtain your Travel Approver's signature.

17. If you answered 'No' in all of the sections above, you do not qualify for Premium (Economy, Business and/or First) Class travel. Please submit your travel authorization for Coach Class arrangements to your normal approving official for review.

18. For the reason(s) checked above, I request Premium (Select from drop-down list) _____ Class travel tickets.

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 travel is not an entitlement and that I must comply with FSIS procedures for requesting Premium Class accommodations before purchasing tickets. I have attached all required documentation. I understand that the falsification of information on this form may be grounds for disciplinary action, including removal.

19. Traveler Signature:	20. Date: (mm/dd/yyyy)
21. Reviewing Travel Approver Signature:	22. Date: (mm/dd/yyyy)

23. Completed and signed requests, along with the following approval form, should be E-mailed to: FSCGeneral@usda.gov.

24. Traveler Name:	25. Travel Dates: From: _____ Through: _____
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26. Print Name of Reviewing Travel Approver: _____

Administrator's Decision: (To be completed by Administrator/Designee only)

Class of Travel	Description	Documentation Required
<input type="checkbox"/> Economy	Where the origin and/or destination that are outside the continental United States (OCONUS), and the scheduled flight time, including stop overs and change of planes, is in excess of 8 hours and you are scheduled to report to duty the following day or sooner. Rest periods may not be taken during or immediately following the flight.	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.
<input type="checkbox"/> Business <input type="checkbox"/> First <input type="checkbox"/> N/A	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).
<input type="checkbox"/> Business	Where the origin and/or destination are OCONUS, and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours.	Documentation of flight time; the need for Business Class; and traveler's schedule showing the traveler reporting for duty the following day or sooner.
<input type="checkbox"/> Business <input type="checkbox"/> First <input type="checkbox"/> N/A	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.
<input type="checkbox"/> Business	Use of business class results in cost savings to the Government.	A cost comparison must be provided showing the savings to the Government.
<input type="checkbox"/> Business	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).
<input type="checkbox"/> Business <input type="checkbox"/> First <input type="checkbox"/> N/A	Security.	Explanation of the security issue.
<input type="checkbox"/> Business <input type="checkbox"/> First <input type="checkbox"/> N/A	Exceptional Circumstances. <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Non - Federal Source (Business only) <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Sanitation Issues (Business only) <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Agency Mission (First or Business) <input type="checkbox"/> </div>	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.

☐ Approved (At the Class marked above)
 ☐ Denied

Authorizing Official:	Date: (mm/dd/yyyy)
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