## PREMIUM CLASS AIR TRAVEL (BUSINESS CLASS) CERTIFICATION & EXTENDED ECONOMY CLASS SEATING

## Note: A copy of this form must be attached to the E2 Travel Authorization when requesting Premium Class Air Travel or EEC Seating

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| **Privacy Act (e)(3) Statement**  **Authority:**5 U.S.C. 301, Departmental Regulations; 5 U.S.C. Ch. 57, Travel, Transportation, and Subsistence; 22 U.S.C. Ch. 32, Foreign Assistance, Subchapter I, International Development; and 22 U.S.C. § 4081, Travel and Related Expenses.  **Purpose:**  To manage requests for premium-class air travel exceptions for USAID direct-hires and their dependents, Personal Services Contractors (PSCs), consultants and personnel from other government agencies on detail to USAID.  **Routine Uses:**The personal information requested on this form will be used by USAID travel officers to determine eligibility for premium class air travel accommodations. Pursuant to Privacy Act System of Records Notices USAID-19 and USAID-34, USAID will disclose this information only to external entities that have the legal authority to maintain the information such as members of Congress, federal law enforcement agencies, the U.S. Department of State, the U.S. Treasury for payments, and U.S. Despatch Agents for shipment and clearance of effects. USAID may also share the information with commercial travel, transportation, and shipping companies for making travel, transportation, and shipping arrangements as well as with foreign governments and international agencies as appropriate.  **Effect of Disclosure:**Disclosure of your personal information is voluntary, but failure to provide certain information may result in the denial of your request for premium class air travel. Please refer to ADS 522.3.20 for guidance.  **System of Records Notice(s):** USAID -19 Travel and Transportation Records FR 78381, January 29, 2015; USAID -34 Personal Services Contracts Records 80 FR 11391, April 2, 2015. | | | | |
| **Name: (Traveler)** | | **Office Symbol:** | | **Phone Number:** |
| **Date(s) of Travel: (MM/DD/YYYY) TO (MM/DD/YYYY)** | | **Origin:** | | |
| **Destination:** | | **Carrier:** | | |
| **Cost: Premium Class:**  **$****Coach Class: $****Cost Difference: $** | | | | |
| **Premium Class Air travel is requested based on the following criteria checked below:**  **(Select below)** | | | | |
| **☐** | Premium class air travel is authorized for TDY travel in excess of 14 hours in lieu of a rest stop when all other alternatives have been exhausted. The traveler is required to report to the TDY location on the day of arrival and cannot depart earlier to accommodate the rest stop.”. | **☐** | Security purposes make the use of premium class air travel accommodations essential to the successful performance of the Agency’s Mission. The Deputy Director, Office of Security must clear this justification when the travel is funded by Washington. The Mission Director, in consultation with the Regional Security Officer (RSO), must clear this justification when the travel is funded by the Mission. | |
| **☐** | Premium class air travel is authorized for medical evacuation travel when the airline flight is in excess of 14 hours and the traveler forgoes the available rest stop (Authorized by State/MED in consultation with foreign service medical provider). | **☐** | Extended Economy Class Seating is authorized in lieu of premium class air travel. | |
| **☐** | Premium class air travel necessary to reasonably accommodate a traveler’s disability. (Letter from the Office of Civil Rights and Diversity (OCRD) must also be attached to the TA). | **☐** | The use of premium class air travel accommodation results in an overall cost savings to the government by avoiding additional subsistence costs (such as lodging and meals), overtime, or loss of productivity while awaiting coach-class accommodations**.** | |
| **☐** | Premium class air travel necessary to accommodate a traveler’s special physical need. **(A detailed written statement and certification letter by a competent medical authority must be provided and retained by the supervisor).** | **☐** | Transportation costs paid by a non-Federal Source.  GC/EA or RLA clearance Date \_\_\_\_\_\_\_\_\_\_ | |
| **☐** | Regularly scheduled flights between origin/destination points. (Including connecting points) that provide only premium class air travel accommodations. | **☐** | The traveler pays for the upgrade to premium air class travel. Use of frequent flyer travel benefits (arrangement worked out between the employee and the respective airline). | |
| **☐** | Space is unavailable in coach class accommodations and the traveler must accomplish an urgent mission that cannot be postponed. | **☐** | Other (explain): | |
| **Note: Provide specific details in the space below (maximum 500 characters):** | | | | |
| **Did you review the Agency policies on Premium Class Air travel in ADS 522, Performance of Temporary Duty Travel in the U.S. and**  **Abroad?** **☐ Yes** **☐ No** | | | | |
| **Did you consider a rest stop in lieu of Premium Class Air travel, where applicable?**  **Provide explanation below: Note: if explanation is longer than 125 characters, please attach a separate sheet with the explanation.** | | | | |
| **Approvers Name, Signature and Date: (Administrator, Deputy Administrator or their designees must approve for Assistant Administrators and Heads of Independent Offices)** | | | | |
| **Approvers Name, Signature and Date: (Assistant Administrator or Office Director must approve for Deputy Assistant Administrators or Deputy Office Directors)** | | | | |
| **Approvers Name, Signature and Date: ( M/MS/TTD Chief or EXO or designee at the Mission or Office of Civil Rights and Diversity):** | | | | |

**\*Note: All authorized segments of Premium Class Air travel (business class) must be justified in E2 on the TA.**