

CHAPTER 102

GENERAL TRAVEL PROVISIONS

A. TRAVEL AUTHORITY

1. The Transportation Officer (TO) will procure transportation, travel-related services, and authorized accommodations as defined in the Joint Travel Regulations (JTR), Uniformed Service Members and Civilian Employees, par. 010206, “Travel Authorizations and Orders”. Applicants for enlistment and rejected applicants for enlistment are provided travel by the local recruiting unit and not by the local TO.
2. It is government policy that all travelers must be provided economy or coach airline accommodations for all official travel unless proper justification and documentation are provided (ordinarily before travel) and substantiated to justify premium class accommodations.
3. Class of Service Used in Transportation:
 - a. Economy or coach is the least expensive unrestricted accommodation offered by airlines, trains, or ships that includes a service level available to all passengers regardless of the fare paid. This class applies if an airline, train, or ship offers only one class that is sold as economy or coach. Some airlines, trains, or ships only offer true first class or true business class and are not to be mistaken for economy or coach class.
 - b. Economy or coach class includes economy plus or coach elite seating on airlines. Airlines may use various names for this seating service, but it is in the economy or coach cabin and is not “premium class or premium economy.” This type of seating normally provides extra leg room and requires an additional fee. The authorizing official must authorize or approve use of this seating service for it to be reimbursable by the Government.
 - c. Premium economy is lower than both first class and business class, but higher than economy plus or coach elite. The authorizing official must authorize or approve use of this seating service for it to be reimbursable by the Government. If overnight train travel is required, the authorizing official may authorize or approve the least expensive sleeping accommodations.
4. Premium class travel is only permitted on an exception basis, when fully justified and approved by the premium class approval authority, and only in circumstances as stated in JTR par. 020206, “Airplane, Train, Ship, and Bus Transportation”. Blanket authorization and justification for use of premium class travel is prohibited. Travel Management Companies (TMC) will not issue premium class tickets without the required approval being part of the travel authorization.
 - a. Premium class is first or business class accommodations. First class is the highest accommodation class offered by airlines, trains, and ships. Business class is other than the least expensive unrestricted economy or coach accommodation offered by airlines, trains, or ships that is higher than economy or coach and lower than first class for cost and amenities. Business class may be referred to as business elite, business first, world business, connoisseur, or envoy, depending on the airline, train, or ship. AMTRAK Acela Express and extra fare trains are considered business class.
 - b. In the event premium class tickets are issued without proper approval documentation, the traveler is responsible for the excess cost.
 - c. Travelers are authorized to upgrade to premium class at their personal expenses or with frequent traveler benefits.

5. See JTR 010201, “Key Participants”; 020206, “Airplane, Train, Ship and Bus Transportation”, and 020207, “Reimbursement for Commercial Transportation”.

B. DUAL COMMITMENT TRANSPORTATION

Travelers or government entities are prohibited from making duplicate bookings on any mode of transportation or working to have two types of transportation (military and commercial) simultaneously. Individual or group commercial air, rail, or bus transportation will not be requested or scheduled unless all actions to obtain military transportation have been terminated. DoD travelers and government entities will practice prudent use of all modes of commercial transportation to enable the DoD to continue to access low-cost commercial travel.

C. ROUTING

1. General:
 - a. Commercial transportation must be used for DoD passengers in the Continental United States (CONUS) except when military transportation is essential to meet training or mission requirements, or when opportune capability is generated as a result of training or logistics support requirements.
 - b. For international travel, the TO arranging transportation will route passengers in accordance with (IAW) DoD policy as stated in Chapter 103.
 - c. When travel orders do not direct a specific mode of transportation, or the directed mode is not available, the TO arranging transportation must route passengers using the best value that meets mission requirements, within established DoD policy.
 - d. Transportation Permanent Change of Station (PCS) of dependents must be IAW JTR Chapter 5, Part A, “Standard PCS Allowances (Service Members)”, and Part F, “Permanent Change of Station Allowances (Civilian Employees)”, or other DoD and Service regulations governing travel.

D. TRANSPORTATION REQUESTS

TOs must use prudent traffic management practices to determine modes of travel and which activity to use in obtaining transportation/reservations and routing (e.g., United States Transportation Command [USTRANSCOM], Global Operations Center [GOC], Air Mobility Command [AMC], DTMO, or TMC).

1. Information on transportation services provided by USTRANSCOM can be found at: <https://www.ustranscom.mil/>.
2. Cost Estimate Planning Tools:
 - a. The USTRANSCOM TCJ8 Operational Cost Support (OCS) cell will provide validated transportation cost estimates for passengers and cargo. To submit a request, go to <http://www.ustranscom.mil/>. Click on “Doing Business with USTRANSCOM” and click on “Transportation Cost Estimate”. Estimates provided by the OCS cell will include cargo accessorial charges, when available. A confirmation e-mail/phone call can be expected within 24 hours, during normal business operations. The cost estimate will provide a valid comprehensive estimate for planning purposes only.
 - b. Single Mobility System (SMS). Estimates for military aircraft can be retrieved utilizing SMS; for an account go to <https://sms.transport.mil/sms-open/smswebstart.pl> and click on the “Get an Account” button.

3. For passenger reservations on AMC channel missions (including Patriot Express), see Chapter 103.
4. For group travel transportation requests for full planeload charters arranged by USTRANSCOM (i.e. Group Operational Passenger System (GOPAX) or Special Assignment Airlift Mission, see Chapter 103 for additional information and submittal procedures.
5. Transportation requests for all domestic ground transportation arranged by TO:
 - a. For Bus charters, see Chapter 104 for additional information and submittal procedures.
 - b. For Rail, see Chapter 105 for additional information and submittal procedures.
6. When transportation reservations have been confirmed and changes are required, notifications of the change must be made expeditiously by all entities involved. TOs must instruct travelers, or persons in charge of group movements, that it is their responsibility to contact the TO and cancel or change reservations immediately if circumstances prevent use of the accommodation reserved.

E. RECRUIT TRAVEL ROUTES (RTR)

Recruits, enlistees, and inductees processing through a Military Entrance Processing Station (MEPS) en-route to an initial training station are mandatory users of the General Services Administration (GSA) City Pair Program (CPP) for individual air travel. MEPS may contact the Defense Travel Management Office (DTMO) at 571-372-1300 to establish and maintain a recruit travel routing in markets that lack a GSA CPP. Surface RTRs are designed to support repetitive DoD travel requirements and requests must be submitted through GOPAX at: <https://gopax.transport.mil>. See Chapter 104 for additional information on surface transportation.

F. MILITARY PRISONER WITH GUARD

When commercial transportation is used for moving prisoners under guard, the movement must be accomplished in a manner that permits the least possible contact with the general public. Consideration must be given to all modes in selecting the type of transportation that best meets military requirements. See JTR par. 030708, “Guard Transporting a Prisoner”.

G. ABSENTEES, STRAGGLERS, OR OTHER MEMBERS WITHOUT FUNDS

Absentees, stragglers, members on authorized leave without funds, or members who become separated from the remainder of the group while in a travel status may be furnished travel on a cost charge basis. See DoD Component publications for determining published tariff rate application. Travel must be IAW JTR Section 0104, “Unique Status or Condition”; par. 020206-B., “Lost or Stolen Tickets”; par. 020206-C, “Unused Tickets”; par. 020206-E, “Lost, Stolen, or Unused Government Transportation Request (GTR)”. For dependents, see JTR par. 050402, “Funds Advance and When Transportation Documents or Funds are Lost or Stolen”. There are no provisions for transportation of civilian employees under these conditions. See Appendix D for GTR instructions.

H. APPLICANTS AND OTHERS

Applicants and rejected applicants for enlistment and members discharged because of fraudulent enlistment, applicants for flight training, members discharged under other than honorable conditions, and discharged and/or paroled prisoners are entitled to transportation IAW JTR par. 051007, “Voided Enlistment”; par. 050702, “Uniformed Services Applicants and Rejected Applicants”; par. 051004, “Service Member Discharged from the Service under Other than Honorable Conditions”; and par. 030709, “Paroled Prisoner”.

I. DEPENDENT TRAVEL

This section prescribes air, rail, ship or ferry, and bus accommodations to be provided to dependents of members and DoD civilian employees for travel by commercial and AMC transportation.

1. Authority.
 - a. Member's/Employee's Family Member. Transportation of dependents is authorized by the JTR and DoD regulation.
2. Transportation of Military Dependents.
 - a. Application by Member. CONUS transportation furnished to military dependents must be supported by dependent travel orders; or member's orders; or DD Form 884, "Application for Transportation for Dependents", available at: <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0884.pdf>, supported by proper travel authority (i.e., member's travel order). When concurrent travel is authorized, dependents may travel with the member. Outside CONUS (OCONUS) transportation furnished to military dependents must be supported by the sponsor's concurrent travel order or dependent travel authorization that includes the name, relationship, and dates of birth of dependents. When different accounting symbols, projects, or other subdivisions are included on one GTR, the number of persons chargeable to each subdivision must be clearly shown.
 - b. Distribution of DD Form 884. When used, the DD Form 884 must be prepared in duplicate. The original, signed by the applicant, must be retained with a copy of the member's travel order, GTR file copy, and other documentation for each member's case file. The duplicate copy must be given to the applicant. An additional signed copy must be forwarded to the member's receiving finance and accounting office when issued under TMC billing procedures.
 - c. Application by Other than Member. When it is otherwise impossible or impractical for a member to execute the application, a responsible adult dependent possessing a valid power of attorney may certify and sign all documents relating to the application. In such cases, the dependent signing the documents must attach a sworn affidavit attesting to the dependency, by name, of all persons listed on the application. Transportation may be provided for dependent travel using the casualty report.
 - d. Self-Procurement. DoD Components may provide their own guidance and restrictions for self-procurement of transportation.
3. Transportation of Civilian Dependents. Dependents of civilian employees will be transported IAW the provisions of the JTR. Transportation of dependents of civilian employees will be supported by dependent authorization travel orders or the employee's authorization travel orders that include the names and relationships of eligible dependents and dates of birth of children authorized to travel.

J. CIRCUITOUS TRAVEL

Circuitous travel is defined as travel by a route other than the one that would normally be prescribed by a TO between the places listed in authorization travel orders. Members, employees, and accompanying dependents who are command-sponsored may be authorized circuitous travel in connection with PCS travel to, from, and between overseas areas. Dependents may travel independent of their sponsor.

1. Approval. The designated official approves or disapproves requests for circuitous travel. Approval authority for circuitous travel must review applications on an individual basis:

- a. For Navy, the approval authority is Navy Personnel Command (NPC).
 - b. For Marines, the approval authority is HQ United States Marine Corps, Manpower Management Integration Branch-3. Email: smb_manpower_mmib_3@usmc.mil.
 - c. For Air Force, the approval authority is the Approval or Issuing Authority.
 - d. For Army, see Service regulations.
2. The traveler assumes responsibility for all costs exceeding those of the normally prescribed route (see JTR par. 050204, “Indirect or Circuitous Travel OCONUS”, and par. 053804, “PCS To, From, or Between Points OCONUS”).
 3. The traveler must understand and accept responsibility for complying with the travel requirements outlined in the DoD Foreign Clearance Guide for countries visited.

K. TMC

TMCs must provide a full range of travel services which include, but are not limited to, air, bus, rental car/truck, rail, and water reservations, group movements, and ticketing delivery; lodging reservations, detailed management information, and availability of a 24-hour toll-free information and assistance telephone number.

1. When a TMC is available, it is DoD policy that TMC use by travelers is mandatory IAW JTR par. 010201, “Key Participants”.
2. TMC requirements for issuance of tickets for premium class are contained in this chapter, [Paragraph A.3](#).

L. PROMOTIONAL ITEMS FROM COMMERCIAL SOURCES

It is recommended that DoD personnel who elect to use their promotional awards to upgrade to a higher class of service (i.e., using frequent flyer miles to upgrade to business or first class), do not wear a uniform or allow a rank or grade to be associated with an upgrade. However, members must adhere to individual DoD Component requirements and the DoD Foreign Clearance Guide (FCG) (<https://www.fcg.pentagon.mil/>). For more information and conditions (e.g., relinquishing seats and lost or delayed accompanied baggage), see JTR Section 0101, “Basic Traveler Rules”.

M. UNITED STATES GTR

See Appendix D for information concerning GTRs.

N. CARRIER AGREEMENTS

Commercial bus, rental car, and truck vendors that have current agreements with the DoD can be viewed at <http://www.defensetravel.dod.mil/> and click on “Programs”, or by contacting the Travel Programs Branch at 4800 Mark Center Drive, Alexandria, Virginia 22350-9000 by phone at 571-372-1300, or e-mail at (dodhra.mc-alex.dtmo.mbx.travel-programs@mail.mil), dodhra.mc-alex.dtmo.mbx.rental-car-program@mail.mil or dodhra.mc-alex.dtmo.mbx.military-bus-program@mail.mil.

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