



**USAID**  
FROM THE AMERICAN PEOPLE

## PREMIUM CLASS AIR TRAVEL (BUSINESS CLASS) CERTIFICATION

Name of Traveler \_\_\_\_\_ Office Symbol \_\_\_\_\_ Phone Number \_\_\_\_\_

Air Carrier \_\_\_\_\_ Destination \_\_\_\_\_ Date(s) of Travel \_\_\_\_\_

Cost: Business Class Air Fare: \_\_\_\_\_ Coach Class Air Fare: \_\_\_\_\_ Cost Difference: \_\_\_\_\_

### Select Appropriate Exception for Business Class Air Travel

- No space available in coach class and the trip cannot be scheduled in time to accomplish purpose of travel which is so urgent that travel cannot be postponed.
- Traveler has a special physical need that requires use of premium class air travel. (See ADS 522.3.11.1.d) (Medical statement provided and retained by the supervisor)  
**DAA, Independent Office Director or Mission Director Clearance** \_\_\_\_\_
- Premium class air travel is necessary to reasonably accommodate the traveler's disability. (Letter from the Disability Review Committee must be attached to the TA).
- Premium class air accommodations are required for security purpose(s).  
**SEC or Regional Security Officer Clearance** \_\_\_\_\_ **Date** \_\_\_\_\_
- Premium class air travel is an overall cost savings to the Government.
- The scheduled flight is in excess of 14 hours (See specific conditions in ADS 522).
- Travel is funded by a non-Federal source. **GC/EA or RLA Clearance** \_\_\_\_\_ **Date** \_\_\_\_\_
- Use of frequent flyer travel benefits or traveler pays for upgrade at personal expense (Arrangements are worked out between the employee and the respective airline).
- Premium class air travel for medical evacuation. (Authorized by State/MED in consultation with foreign service medical provider)
- Regularly scheduled flights between origin/destination points (including connecting points) only provide Premium class air accommodations.

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? Provide explanation below:

### APPROVAL

Printed Name and Signature of Administrator, Deputy Administrator or their designee (must approve for Assistant Administrators and Independent Office Directors) \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Signature of Assistant Administrator (must approve for Deputy Assistant Administrators and Mission Directors) \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Signature of Mission Director \_\_\_\_\_ Date \_\_\_\_\_

Printed Name, Signature and Title of Supervisor \_\_\_\_\_ Date \_\_\_\_\_