Department of Agriculture
Approval Form for Premium (First and Business) Class Travel

No.	Class of Travel	Description	Documentation Required
1.	Business ☐ First ☐	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 ☐	Where the origin and/or destination are outside the continental United States (OCONUS), and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours. (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.
3.	Business ☐ First ☐	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 ☐	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 ☐	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 ☐ First ☐	Security.	Explanation of the security issue.
7.	Business ☐ First ☐	Exceptional Circumstances. Non-Federal Source (business only) ☐ Sanitation Issues (business only) ☐ Agency Mission (first or business) ☐	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.

Traveler: _____ _____ _____ _____
Name(print) Signature Phone Date

Immediate Supervisor: _____ _____ _____ _____
Name (print) Signature Phone Date

Deputy Administrator: _____ _____ _____ _____
Name (print) Signature Phone Date

FAS Administrator: _____ _____ _____ _____
Name (print) Signature Phone Date

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 GovTrip authorization. Scanning documents into the GovTrip system cannot be performed until the traveler's agency implements GovTrip. Until that time, these documents should be attached to the hard copy Travel (TRVL) System 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 following the agency's normal approval process.
4. After approval, the General Officer's designated representative scans the signed approval form into the GovTrip authorization; or attaches the approved signed hard copy to the Travel (TRVL) System authorization. The General Officer's representative must contact OCFO (Aaron Prose at (202) 720-1558 or aaron.prose@usda.gov; or Maureen Wood at (202) 205-5358 or maureen.wood@usda.gov) to authorize the travel agents to issue tickets to the traveler.