Form Revised
August 2009

FOREIGN AGRIGULTURAL SERVICE

PREMIUM CLASS TRAVEL COST COMPARISON

Date	Traveler's Name	Contact Phone

Box A - Flight Price Differences

Flight Segment(s) where Premium- Class is being requested				Cost of Fares		
Depart Date	From	To	Arline letter code and and flight number	Business Class $	Coach Class $	Price Difference $
Totals $						**A**

Box B - Alternative Costs

Rest Stop(s) Costs:
If a rest stop is justified but would be foregone if business class is approved, estimate the cost of the one day rest stop at the allowable per diem rate for that location.

Date	Location	Total Per Diem Allowance (Lodging + Meals and Incidental Expenses)

Estimated Salary Expense, (for work hours missed due to rest stop)	Grade/ Step		Total Salary for the Period of Rest Stop $	
Estimated Total Alternative Costs of Rest Stop $				**B**

Cost Comparison Calculation

TRUE COST DIFFERENCE (Negative amount = projected savings)	**Box A - Box B =**	**$**	
Deputy Administrator Reviewed	Approve: Put premium class justification forward	Disapprove: Do not seek approval for business class, fly coach and seek rest stop, if applicable	Date:

Trip Funded By	**FAS Funds**		**Reimbursable Funds**		**Other - Explain**	

Attachment(s) **Yes** ☐ **No** ☐

Distribution: Original to International Travel Service Case File (Copy to be filed with voucher)

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