



United States
Department of
Agriculture

Farm and Foreign
Agricultural
Services

Foreign
Agricultural
Services

October 8, 1999

FMD-99006

SUBJECT: Business Class Travel

TO: All Cooperators

1400
Independence Ave., SW
Stop 1042
Washington, DC
20250-1042

BACKGROUND:

The Cooperator program regulations were published September 30, 1999. Under the new regulations, reimbursement for Cooperator travel will be limited to the full fare economy rate. With proper documentation, a Cooperator may be reimbursed for business class travel if the rate is not more than the full fare economy rate. If a Cooperator travels business class at a rate which exceeds the full fare economy rate, the Cooperator may be reimbursed the full fare economy rate and claim the balance as a contribution to the program. Comments to the proposed rule requested clarification as to the circumstances under which business class travel can be reimbursed above the full fare economy rate

ISSUE:

When will FAS reimburse business class (i.e., premium-class other than first-class) airline accommodations above the full fare economy class rate?

POLICY:

FAS will reimburse business class travel above the full fare economy class rate when:

- (a) Regularly scheduled flights between origin/destination points (including connecting points) do not provide economy

class (or equivalent) accommodations and you receive written documentation from your travel agent to that effect; or

(b) Use of business class accommodations is necessary to accommodate your disability. Disability must be substantiated in writing by a physician; or

(c) The origin and/or destination is outside of the continental United States and the scheduled flight time is in excess of 14 hours. In this instance you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site.

JAMES V. PARKER
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Commodity and Marketing Programs