



Travel Policy Handbook Common Carrier Exception Codes

Link to FAQs for [Travel Exception Codes](#)

First Class – Air Travel Exception Codes	
F1	No coach-class accommodations are reasonably available.
F2	Use of first-class is necessary to accommodate a medical disability or other special need. See FTR 301-10.123(a)(2) for additional criteria when using this exception.
F3	Exceptional security circumstances require other than coach-class airline accommodations: an agent on protective detail accompanying an individual authorized to use first-class accommodations.
F4	Use of first-class is required because of agency mission, consistent with your agency's internal procedures pursuant to FTR §301-70.102(i) .
Business – Air Travel Exception Codes	
B1	Use of business-class is necessary to accommodate a medical disability or other special need.
B2	Exceptional security circumstances require other than coach-class airline accommodations: an agent on protective detail accompanying an individual authorized to use other than coach-class accommodations.
B3	Coach-class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards.
B4	Regularly scheduled flights between origin/destination points (including connecting points) provide only other than coach-class accommodations and you certify on your voucher.
B5	Transportation costs are paid in full through agency acceptance of payment from a non-Federal source in accordance with FTR Chapter 304 .
B6	Origin and/or destination is OCONUS, and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours in accordance with FTR §301-10.125 .
B7	The use of business-class results in an overall cost saving to the Government by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations.
B8	No space is available in coach-class accommodations in time to accomplish the mission, which is urgent and cannot be postponed.
B9	Business-class accommodations required because of agency mission, consistent with your agency's internal procedures pursuant to FTR §301-70.102(i) .
Other Than Coach-Class – Train Exception Codes	
T1	No coach-class accommodations are reasonably available on a train that is scheduled to leave within 24 hours of the traveler's proposed departure time, or no coach-class accommodations are scheduled to arrive within 24 hours of the traveler's proposed arrival time.
T2	Use of other than coach-class accommodations is necessary to accommodate a medical disability or other special need. See FTR §301-10.162(b)(1) for additional criteria when using this exception.
T3	Exceptional security circumstances require other than coach-class airline accommodations: an agent on protective detail accompanying an individual authorized to use other than coach-



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	class accommodations to meet agency's mission.
T4	Coach-class travel on an authorized/approved foreign rail carrier does not provide adequate sanitation or health standards.
T5	When required because of agency mission, consistent with your agency's internal procedures pursuant to FTR §301-70.102(i) .
T6	Your agency has determined that extra-fare travel is advantageous to the government.
T7	Your agency has determined that extra-fare travel is required for security reasons.
Other Than Lowest First-Class – Ship Exception Codes	
S1	Lowest first-class travel accommodations not available on the ship.
S2	Use of other than lowest first-class accommodations is necessary to accommodate a medical disability or other special need. See FTR §301-10.183(b)(1) for additional criteria when using this exception.
S3	Exceptional security circumstances require other than coach-class airline accommodations: an agent on protective detail accompanying an individual authorized to use other than coach-class accommodations to meet agency's mission.
S4	Required because of agency mission, consistent with your agency's internal procedures pursuant to FTR §301-70.102(i) .