
Approved for Release
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DIRECTOR OF FINANCIAL MANAGEMENT

OFFICE OF FINANCIAL MANAGEMENT/OFFICE OF FINANCIAL REPORTING,
INTERNAL CONTROLS, AND TRAVEL (OFRICT)

FY23 TRAVEL BULLETIN 51-23-001

SUBJECT: Use of Other Than Coach Class, Premium Economy Class Travel

EFFECTIVE DATE: February 24, 2023

PURPOSE: This bulletin establishes the policy and guidelines for processing Premium Economy Class travel.

BACKGROUND: The General Services Administration (GSA) has issued a [final rule](#) amending the FTR to introduce and authorize a new form of other than coach class accommodation—Premium Economy Class (PEC)—and to consolidate and remove duplicative provisions related to other than coach class accommodations.¹ In addition to exceptions that otherwise apply to use of other than coach class accommodations generally, PEC may be utilized as an exception to the required use of coach class when the scheduled flight time exceeds eight hours and travel is to, from, or between Outside the Continental United States locations (*i.e.*, foreign and non-foreign areas). [41 CFR § 301-10.103\(a\)](#).² This exception aims to reduce the use of first class and

¹ PEC is defined by the FTR as a class of airline accommodation that is lower than both first class and business class, but higher than coach class in terms of cost and amenities; PEC is considered a separate, higher class of accommodation from coach class and is not considered a coach class seating upgrade. [41 CFR § 300-3.1](#).

Of note, while GSA previously required reporting on all forms of other than coach class accommodations under [subpart B of 41 CFR part 300-70](#), those requirements have been modified to require reporting only with respect to the use of business and first class accommodations rather than other than coach class accommodations generally; therefore, reporting under that subpart of the FTR on the use of PEC (despite its categorization as a form of other than coach class accommodation) is not required.

² The Code of Federal Regulation (CFR) is the entire body of regulations promulgated by the Government. The Federal Travel Regulation (FTR) is only subtitle F of Title 41 of the CFR.

business class transportation with the anticipation that agencies will authorize premium economy class where offered, instead of business or first class, when eligible. If a traveler is authorized to fly PEC under the new eight-hour rule, there is no eligibility for a rest period except as described in [41 CFR § 301-11.20](#).

The Department of Commerce [Travel Policy Handbook](#) does not contemplate use of PEC. Through this bulletin, the Department authorizes the use of PEC if consistent with [41 CFR § 301-10.103\(a\)](#) and approved consistent with the procedures below.

PROCEDURES: Use of PEC may be approved following the same procedures utilized for approving coach class accommodations as provided in the Travel Policy Handbook, subject to documenting its approval as follows—If a Departmental office or operating unit ordinarily documents travel authorization electronically within the E-Gov Travel system, travelers will select which explanation under [41 CFR § 301-10.103\(a\)](#) applies from the dropdown menu during the travel policy justification for the air cabin class. If a Departmental office or operating unit ordinarily documents travel authorization manually using a Form CD-29 (“Travel Order”), then the authorization to use PEC should be stated in Block 5 of the form along with stating which exception under [41 CFR § 301-10.103\(a\)](#) applies.

PEC travel does not need additional approvals as has been and will continue to be required for use of business and first class accommodations as provided in the Travel Policy Handbook and for which a Form CD-334 (“Request for Approval of Other Than Coach Class Accommodations”) would be used. With respect to seeking approval for business and first class accommodations using a Form CD-334, Departmental offices, and operating units shall complete Block 13 of the form by reference to [41 CFR § 301-10.103\(b\)](#) and [\(c\)](#) rather than the now-revoked provisions of the FTR referenced on the form until such time as the form is next revised.

LIMITATION: This travel bulletin will remain in effect until it is rescinded or incorporated into the Travel Policy Handbook.

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