

Individual Trip Authorization (Non-Medical)
Authorization For Use of
Premium-Class Other Than First-Class (PCotFC)
Travel Accommodations

Once completed, this form is to be uploaded into Concur Government Edition (CGE) and maintained in your IC travel files for six years.

Traveler's name	Institute/Center (IC) or Organization
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Purpose of trip

Trip start date	Trip origin	Trip destination
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JUSTIFICATION. Check appropriate box(es) and provide explanations below:

1. Regularly scheduled flights between the authorized origin and destination points do not provide Coach Seating, but do provide PCotFC accommodations.
2. No space is available in coach-class in time to accomplish the mission which is urgent and cannot be postponed. Please use the Explanation section to describe the mission urgency of the trip
3. Security Reasons.
4. Inadequate Sanitation.
5. Overall Cost Savings. **NOTE:** A Cost Comparison Analysis must be done to support this conclusion per Sections 4.1.5.3 and 6.4.3 of the HHS Travel Manual. This analysis is to be uploaded with this approved Appendix form and maintained in your IC travel files. This requirement includes international and domestic /non-foreign trips.
6. Acceptance of Payment From a Nonfederal Source - You must first meet and check one of the Boxes in 1-4 above, or Box 7 below. Then check Box No. 6. **NOTE:** The nonfederal source must make full payment in advance of the travel, i.e., In Kind ticket or check to the IC prior to the trip start date (cash payment for a reimbursable ticket requires STO waiver approval.) Additionally, transportation accommodations furnished are comparable in value to those offered to, or purchased by other similarly situated meeting attendees.
7. Travel in Excess of 14 Hours. **NOTE:** Scheduled flight time is in excess of 14 hours and Coach Class accommodations with a rest stop cannot be taken because of the urgency of the mission ("urgency" refers to the agency assignment, not personal reasons). It is HHS policy that the calculation of the scheduled flight time towards the 14 hours is NOT to include "domestic layover time" or "domestic flight time". Furthermore, in most instances, the rationale supporting the urgency of the mission criterion will only be satisfied on the outbound flight. Please check the applicable box below for which business class approval is sought.
- PCotFC is being requested for the outbound flight only.
- PCotFC is being requested for the return flight only.
- PCotFC is being requested for both the outbound and return flights.
- Please use the Explanation section to describe the mission urgency of the trip.
8. Agency Mission.

EXPLANATION:

Authorized by	Title	Date
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