



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
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DEC 12 2007

Memorandum

To: Service Directorate

From: Assistant Director - Business Management and Operations

Subject: First Class and Business Class Travel

The Department's Office of Financial Management (PFM) has issued Financial Administration Memorandum (FAM) No. 2007-019, dated November 27, 2007 (attachment). This provides the latest Departmental guidance on first and business class travel, superseding 265 FW 4, section 4.5 (C), Transportation. Requests for first class travel must be approved by the Assistant Secretary – Policy, Management, and Budget. First class requests should be routed through the Division of Financial Management, Assistant Director for Business Management and Operations, and the Service Director. The table below provides the approval level for each class of airline travel or upgrades.

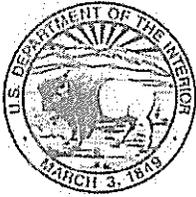
Type of Travel	Approval Level
First Class	Assistant Secretary – Policy, Management, and Budget
Business Class	Regional and Assistant Directors; Copy of approval to Division of Financial Management*
Coach Seat Upgrades (Government pays)	Regional and Assistant Director Level; However, may be redelegated below Directorate Level
Seat Upgrades (Personal expense or frequent flyer miles)	No additional approval required.

* As new requirement of this FAM, a copy of the travel authorization documenting the reason for approval of business class travel must be sent to the Division of Financial Management who will forward to the DOI Office of Financial Management.

Business and first class fares must be booked by calling a Northrop Grumman (SATO) agent and the flight will not be ticketed without an approval document (i.e., travel authorization) that specifically permits business or first class travel. SATO agents can also assist travel arrangers in determining if airline fares such as "economy plus" or "business first" will show up as coach or business-class fares.

Please ensure the FAM is distributed to all travel arrangers within your area to which this may apply. If additional information is required, please review <http://dfm.fws.gov/etravel.html> or contact your Regional travel coordinator.





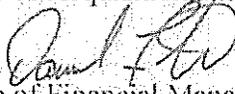
United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240
NOV 27 2007



FINANCIAL ADMINISTRATION MEMORANDUM NO. 2007-019 (ILG.1)

To: Bureau Assistant Directors, Administration
Director, National Business Center
Bureau Finance Officers
Director, Office of Acquisition and Property Management

From: Daniel Fletcher 
Director, Office of Financial Management

Subject: First Class and Business Class Travel

The recent GAO Audit [GAO-07-1268](#) on Premium Class Travel estimates that 67 percent of premium class travel is not properly authorized, justified or both. As a reminder from that same report: "With the serious fiscal challenges facing the federal government, agencies must maximize their ability to manage and safeguard valuable taxpayers' dollars. Recognizing the high cost of premium class travel, GSA and federal agencies have issued a series of policies providing that such travel should be taken as a last resort." Department of the Interior has worked diligently towards demonstrating that we are prudent travelers when performing official travel and structures travel policy in support of that goal. This Financial Administrative Memorandum instructs offices of the correct procedures for requesting approval for First Class or Business Class Travel under truly exceptional circumstances.

First class travel accommodations can only be approved by the Assistant Secretary – Policy, Management and Budget per 205 DM 15. If the First Class travel is being requested based on a justifiable reason under Federal Travel Regulation 301-10.123, the detailed documented justification and request for approval must be routed for concurrence by the Director, Office of Financial Management with final approval by the Assistant Secretary-PMB. If the First Class Travel is being requested based on a medical necessity, the approval memorandum will be additionally routed through the Occupational Health Program Manager, Office of Occupational Health and Safety. The employee must provide current medical documentation from their medical provider supporting the request for first class accommodations. This certification must be updated annually for any subsequent requests. The approval memorandum must first be signed by the employee's approving official, followed by concurrence from the Director, Office of Financial Management and the Office of Occupational Health and Safety, with final approval by the Assistant Secretary-PMB.

Business class travel and other classes which are higher than coach class and described in FTR 301-10.121, will be scrutinized as seriously as First Class travel from Fiscal Year 2008 onward by GAO, GSA, and Congress and must be reported. DOI must take steps to curtail use of

Business class travel accommodations indicative of our desire to travel in the most cost advantageous manner possible. Even if a foreign travel routing requires a flight of 14 hours or more, the recommended practice is to authorize a rest stop en route or a rest period upon arrival at the duty site to avoid the increased expense of Business class accommodations. If the Business Class travel is being requested based on a medical necessity, the employee must provide current medical documentation from their medical provider supporting the request for business class accommodations. This certification must be updated annually, unless the physical impairment is a lifelong impairment. In the rare event Business Class accommodations must be utilized under an authorized reason per FTR 301-10.124, the Bureau or Departmental office should have delegated approval authority at the Assistant/Associate Director of Administration level. A copy of the Travel Authorization documenting the reason for approval of Business Class travel should be sent to the DOI Office of Financial Management in support of the annual report to GSA.

Employees may upgrade to business-class or first-class at their own personal expense, through redemption of frequent flyer benefits, with no additional approval required. Please direct any questions you may have on this subject to Jackie Lynch, Jacqueline_Lynch@ios.doi.gov or 703-648-7680.

Prior Financial Administration Memoranda on this subject:

[FAM 2001-003 \(II.G.1\) dated 1/24/01 \(active\)](#)