

DEPARTMENT OF HOMELAND SECURITY  
**U.S. Coast Guard**  
**PREMIUM-CLASS TRAVEL AUTHORIZATION/APPROVAL REQUEST**

**Purpose:** Request sent to COMDT (CG-1222) for military and (CG-1215) for civilians for Premium-Class Travel Accommodations. Authorized/Approved by CG Commandant or Vice-Commandant. Include a copy of the member's travel order with the request.

|                            |                                   |  |                                   |
|----------------------------|-----------------------------------|--|-----------------------------------|
| <b>1. EMPLID:</b>          | <b>2. Name</b> (Last, First, MI): | <b>3. Rank/Rate:</b>   | <b>4. Permanent Duty Station:</b> |
| <b>5. Date of Request:</b> | <b>6. Travel/TDY Location:</b>    | <b>7. Period of Official Travel</b> ( <i>Beginning &amp; Ending Dates</i> ): |                                   |

**8. Mode of Travel:**

- Air – First-Class
- Air – Business-Class
- Train – First-Class
- Train – Business-Class (*to include extra-fare train service (e.g. AMTRAK Acela and Metroliner)*)
- Ship – First-Class

**9. Purpose of Travel:**

|                        |                        |
|------------------------|------------------------|
| Site Visit             | Relocation             |
| Information Meeting    | Entitlement Travel     |
| Training Attendance    | Special Mission Travel |
| Speech or Presentation | Emergency Travel       |
| Conference Attendance  | Other Travel Purposes  |

**10. Origin and Destination Points for Which Approval of Premium-Class Accommodations is being Requested:**

**11. Reason and Specific Justification for Use of Premium-Class Accommodations per JFTR and FTR:**  
*(The length of flight is not sufficient justification to authorize/approve Premium-Class Accommodations).*

|   |                                    |
|---|------------------------------------|
| Unavailability of Coach-Class Accommodations      | Overall Cost Savings to Government |
| Medical ( <i>Requires Medical Certification</i> ) | Exceptional Security Circumstances |
| Required by the Mission                           | Congressional Travel Escort        |
| Other ( <i>Explain per JFTR or FTR</i> ) _____    |                                    |

**12. Costs:**

Actual Premium-Class Fare \$ \_\_\_\_\_

Coach-Class Fare \$ \_\_\_\_\_

Cost Difference (+ or -) \$ \_\_\_\_\_

**Privacy Act Statement**

In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U.S. Coast Guard – 10 USC Section 2771, Principal Purpose(s) – Used to indicate member's intentions during travel to next permanent duty station. Routine Uses – Same. Disclosure – Disclosure of this information if voluntary, but without disclosure the member's request may not be approved.

|  |   |
|--|---|
| <p><b>Requesting Official:</b></p> <p>_____</p> <p><b>Signature</b> <span style="float: right;"><b>Date</b></span></p> <p>_____</p> <p><b>Name &amp; Title</b></p> | <p><b>Approving Official:</b></p> <p>_____</p> <p><b>Signature</b> <span style="float: right;"><b>Date</b></span></p> <p>_____</p> <p><b>Name &amp; Title</b> (<i>CG Commandant or Vice-Commandant</i>)</p> |
|--|---|

Scan/E-mail request with a copy of the travel order to: [HQS-PF-fldr-CG-122@uscg.mil](mailto:HQS-PF-fldr-CG-122@uscg.mil), Fax: (202) 475-5927  
 Questions/comments, send E-mail to: [HQS-PF-fldr-CG-122@uscg.mil](mailto:HQS-PF-fldr-CG-122@uscg.mil), call COMDT (CG-1222) at (202) 475-5395 or (CG-1215) at (202) 475-5351.