

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

PURPOSE: Request sent to COMDT (CG-1332) for military and COMDT (CG-1215) for civilians for Premium - Class Travel Accommodations. Authorized/Approved by CG Commandant or Vice-Commandant for Business - Class Accommodations. Authorized/Approved by DHS Under Secretary for Management for First - Class Accommodations. Include a copy of the member's travel order with this request.

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

8. Mode of Travel

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

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 JTR 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 (*Requires Medical Certification*) Exceptional Security Circumstances
 Required by the Mission Congressional Travel Escort
 Other (*Explain per JTR and FTR*):

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.

Requesting Official Signature	Date	Approving Official Signature	Date
Name and Title		Name and Title (<i>CG Commandant or Vice-Commandant</i>)	

Email request with a copy of the travel orders to HQS-DG-1st-CG-1332 (military) and HQS-DG-1st-CG-1215 (civilians). Questions contact COMDT (CG-1332) at (202) 475-5395 or COMDT (CG-1215) at (202) 795-6270.