



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

AERM-PB

25 April 2018

MEMORANDUM FOR

HQ USAREUR Staff Principals
Commander, HHBN (Prov), HQ USAREUR
Commanders, USAREUR Major Subordinate Commands

SUBJECT: Use of Restricted Airfare (AE Cmd Memo 2018-024)

1. Supersession. This memorandum supersedes memorandum, USAREUR, AERM-PB, 26 January 2017, subject: Changes to USAREUR Policy on the Use of Restricted Airfare (AE Cmd Memo 2017-002).

2. References:

a. Joint Travel Regulations (JTR) (available at <http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>).

b. [Memorandum, USAREUR, AERM-PB, 26 January 2018](#), subject: Approval of TDY Travel (AE Cmd Memo 2018-001).

3. Purpose. This memorandum clarifies USAREUR policy and procedures ([ref 2b](#)) on the use of restricted airfare and supplements the guidance in the JTR ([ref 2a](#)), paragraph 020206-M2. All other FY 18 official travel policies ([ref 2b](#)) remain unchanged.

4. Applicability. This policy applies to all military and civilian personnel, regardless of the traveler's unit of assignment, whose TDY travel is intratheater (that is, within the USAREUR area of operations).

5. Policy. For personnel on intratheater TDY missions, restricted airfare is the preferred method of air travel. Effective immediately, all military and civilian personnel coordinating and planning official intratheater TDY travel will use the Defense Travel System (DTS) Reservation Module to either request or book a restricted airfare, depending on the full implementation of the restricted-airfare functionality in DTS.

a. If the restricted-airfare functionality is not yet fully implemented in DTS and restricted airfares are therefore not listed in the DTS reservation module, the traveler will request assistance from the Travel Management Company (TMC) (formerly Contracted Travel Office) by clicking on "Request TMC Assistance" to request restricted airfare. The TMC will by default select restricted airfare if one is available to meet the mission requirements.

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b. If the restricted-airfare functionality is available in DTS, travelers will book an restricted airfare. Restricted airfares will be displayed first as the cheapest form of ticket with a “nonrefundable, restrictions apply” stamp.

c. If there is a General Services Administration City Pair Program (GSA CPP) airfare available, but the traveler selects the restricted airfare, the approving official (AO) will be alerted. The AO will then use the restricted-airfare checklist provided by the Per Diem, Travel, and Transportation Allowance Committee to verify that booking the restricted airfare is less expensive than the GSA CPP airfare, taking into account lost or refunded amounts in case the ticket gets canceled.

d. Local-national employees who use DD Form 1610 instead of DTS-generated orders are also required to use restricted airfare purchased through the DTS TMC.

NOTE: Travelers, AOs, and fund-certifying officials should be aware of the fare rules and shortened ticketing timelines associated with restricted airfares. Typically, using restricted fares requires ticket issuance within 24 hours. Restricted fares are usually not transferable if canceled and may include specific requirements when a canceled ticket must be rebooked.

6. Exceptions. This policy does not preclude the DTS AO from approving the use of unrestricted airfare in unusual circumstances if necessary because of mission requirements. Unrestricted airfare will not, however, be used solely for personal convenience. Because unrestricted airfare costs more than restricted airfare, the DTS AO, not the traveler, must justify, approve, and obligate the Government for the use of unrestricted airfare.

7. POC. The POC is the Chief, Enterprise and Audit Support Branch, Program and Budget Division, Office of the Deputy Chief of Staff, G8, HQ USAREUR (mil 537-8097, e-mail: *usarmy.wiesbaden.usareur.list.g8-pbd-bmb-dts@mail.mil.*)

FOR THE COMMANDER:



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