



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

AERM-PB

13 May 2020

MEMORANDUM FOR

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

SUBJECT: Use of Restricted Airfare (AE Cmd Memo 2020-006)

This memorandum expires in 2 years.

1. Supersession. This memorandum supersedes memorandum, USAREUR, AERM-PB, 25 April 2018, subject: Use of Restricted Airfare (AE Cmd Memo 2018-024).

2. References:

a. [Memorandum, USAREUR, AERM, 9 June 2020](#), subject: Approval of TDY Travel (AE Cmd Memo 2020-003).

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

3. Purpose. This memorandum clarifies USAREUR policy and procedures ([ref 2a](#)) on the use of restricted airfare and supplements the guidance in the JTR ([ref 2b](#)), paragraph 020206-M2. All other FY 20 official travel policies ([ref 2a](#)) remain unchanged.

4. Applicability. This policy applies to all military and civilian personnel, regardless of the individual's unit of assignment, who perform official TDY travel to or within Europe, which includes the USAREUR area of operations.

5. Policy. For personnel on official TDY within Europe, restricted airfare is the preferred method of air travel. Effective immediately, all military and civilian personnel coordinating and planning official TDY travel within Europe will use the Defense Travel System (DTS) Reservation Module to book restricted airfare, or will request assistance from the servicing travel management center (TMC), also known as Sato, from within DTS.

a. Restricted airfares will be displayed first as the cheapest form of ticket with a "non-refundable, restrictions apply" stamp. The airfare displayed as such will always be the restricted airfare; however, some airlines such as Lufthansa use a "flex fare" which is not listed and requires the traveler to use the TMC Assist function.

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b. If a General Services Administration City Pair Program (GSA CPP) airfare is available and the traveler selects the restricted airfare, the approving official (AO) will be alerted. Per the JTR, the AO is supposed to 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 is canceled. However, restricted fares and flex fares offer the lowest cost Europe-wide and, even with a cancellation penalty, are most cost-effective. Therefore, the restricted-airfare checklist will not be required.

c. Local national (LN) employees are not authorized to use DTS for booking official TDY travel; instead, they will use a manual DD Form 1610, AE Form 690-69A, and AE Form 690-69B. Although LN employees use printed TDY orders, they are still required to purchase restricted or flex fares through their servicing TMC. They are authorized to book official TDY travel directly at their local SATO.

d. If restricted airfare is not available due to a limited number of restricted tickets per flight, travelers will use the following options and provide the required documentation in DTS:

(1) Rotator flights using military aircraft. Travelers must provide the flight itinerary and any associated costs.

(2) Nonrestricted airfare using commercial airlines. Travelers must provide substantiating documents showing that both restricted airfare and rotator flights are unavailable and that a delayed departure would have significant adverse effects on mission accomplishment. The next option should be the use of rotator flights using military aircraft.

NOTE: Travelers, authorizing officials, 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. Some airlines, such as Polish Air, require the DTS authorization to be approved in an unacceptable, shortened timeframe (less than 2 hours); therefore, travelers may choose alternate airlines to avoid issues and ensure mission accomplishment.

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,

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the DTS AO, not the traveler, must justify, approve, and obligate the Government for the use of unrestricted airfare.

7. POC. The POC for this memorandum is the Chief, Managerial Accounting Division, Office of the Deputy Chief of Staff, G8, HQ USAREUR, at email: *usarmy.wiesbaden.usareur.list.g8-pbd-bmb-dts@mail.mil*.

FOR THE COMMANDER:



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