



DEFENSE LOGISTICS AGENCY
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MMLST

MEMORANDUM FOR: SEE DISTRIBUTION

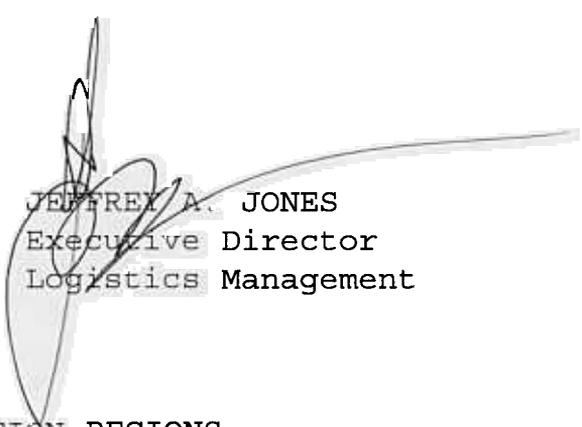
SUBJECT: Commercial Air Travel

Based on recent inquiries received from DLA activities concerning commercial air travel, the following clarification and guidance is provided:

Routing of Travelers. When on official travel, travelers are required to use General Services Administration contract air carriers between identified city-pairs when available (per C2001 Joint Travel Regulation (JTR)) and the most direct route. Paragraph C2000 of the JTR further states that travel not performed over the "usually traveled route" must be justified as officially necessary. Therefore, if a person travels by an indirect route or interrupts direct travel for their own convenience, any extra expense will be borne by the traveler. Furthermore, an employee may not use government contract airline ticket pricing for that portion of indirect travel which is for personal convenience.

Use of Airports. In cities that are served by more than one airport, travelers may use the airport which best meets their needs. Furthermore, the airport selected must be within 100 miles of the origin and destination stated in travel orders. Per paragraph C3150 of the JTR, the travel orders will indicate origins and destinations for which official travel is authorized. The commercial travel offices (CTOs) are only authorized to issue tickets to airports that fall within a 100 mile radius of these points. The only exceptions will be based on an overall cost savings to the government and authorized in the travel orders.

This policy should provide clear guidance for the travelers, authorizing officials, and the CTOs. Please pass this to all travelers, travel specialists, and your servicing CTO. Contact Deborah Beckner at 703-767-3622, DSN 427, if further assistance is required.



JEFFREY A. JONES
Executive Director
Logistics Management

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