



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
Office of the Chief Financial Officer  
Finance Office

MEMORANDUM FOR: All NOAA Employees

FROM: Kim Darling *Kim Darling*  
Acting Director Finance Office/Comptroller

SUBJECT: Travel Advisory 12-4  
Guidance on Extra-Fare Train Service

**Effective Date:** July 2, 2012

**Purpose.** This bulletin clarifies the use of coach and premium class travel accommodations when using trains that only offer two classes of service, business, and first class.

**Background.** The Federal Travel Regulations (FTR), §301-10.163, defines a (premium class (extra-fare) train as a train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops). The FTR allows for the use of premium train service only when it has been determined to be advantageous to the Government or is required for security reasons. FTR, Chapter 301-10.160 states that whenever a train only offers two classes of service, i.e., business and first class, business class will be deemed coach class since it is the lowest class of service offered on that carrier.

**Policy/Procedures.** Since AMTRAK Acela is a premium class train that only offers two classes of service (business and first class), business class travel on the AMTRAK Acela is considered coach class since it is the lowest class of train service offered. Business class Acela must be approved on the travel authorization by the authorizing official and must include a justification supporting that it is advantageous to the government or is being authorized for security reasons. Authorizing officials must ensure authorizations without supporting justification are not approved.

Business class Acela **is not** reported or approved via the CD-334, "Request for Approval of Extra Fare Accommodations". However, first class service on the AMTRAK Acela must always be authorized using the CD-334, and can only be approved by NOAA's Deputy Under Secretary (DUS).

Please note that travelers are financially responsible for excess costs incurred for using an extra-fare train if not specifically authorized or approved on their travel authorization or when used for personal preference or convenience.

Please visit NOAA's 'Premium Class Travel':

<http://www.corporateservices.noaa.gov/~finance/Premium%20Travel.html>, as well as

Department of Commerce (DOC's) Bulletin on Extra Fare Train Service:

[http://www.osec.doc.gov/oas/Documents/OCS/Travel%20Bulletins/5\\_12.pdf](http://www.osec.doc.gov/oas/Documents/OCS/Travel%20Bulletins/5_12.pdf).

Please direct any questions regarding this advisory to [Rachael.S.Wivell@noaa.gov](mailto:Rachael.S.Wivell@noaa.gov)/(301) 444-2136 or [Chasity.N.Donaldson@noaa.gov](mailto:Chasity.N.Donaldson@noaa.gov)/(301) 444-2129.